

## JOB OPPORTUNITY BULLETIN

**Release Date: February 22, 2019**

**Bulletin Number: 19-08**

*The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.*

This bulletin is a weekly publication of the Human Resources, California Prison Industry Authority (CALPIA).

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

All appointments are subject to State Restrictions of Appointment (SROA) procedures.

**PLEASE NOTE:** APPLICATIONS FOR ALL POSITIONS IN THIS BULLETIN MUST BE POSTMARKED OR RECEIVED BY THE FINAL FILING DATE (FFD) INDICATED. Applications may be filed in person, but must be received by close of business of the FFD. Applications received after the FFD will not be considered. A notation or reference on the application to other materials, such as "see attached resume", will not be considered. For more information, please contact [CAREERS@CALPIA.CA.GOV](mailto:CAREERS@CALPIA.CA.GOV).

Penal Code Section 6007 provides that as a condition of employment with the California Department of Corrections and Rehabilitation (CDCR), individuals are subject to pre-employment and annual testing for tuberculosis (TB).

**THIS JOB OPPORTUNITY BULLETIN CAN BE FOUND ON THE CALPIA INTRANET.**



### **POLICY OF NONDISCRIMINATION ON THE BASIS OF DISABILITY AND EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The CALPIA does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements of Title II of the Americans with Disabilities Act (ADA). Information concerning the provision of the ADA, and the rights provided there under, are available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200

## **ACCOUNTING OFFICER (SPECIALIST)**

**JOB CONTROL #:** JC-134250

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 063-760-4546-200

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4177 - \$5230

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 8:00AM – 5:00PM

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, REPORTS AND RECONCILIATION UNIT, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Under the direction of the Accounting Administrator I, Supervisor, this position will perform research and analysis on various accounting functions in the Reports & Reconciliation Unit. The duties include, but are not limited to:

- Process IIT (Inventory Transfers, Intra or Inter-Institution) Request Forms
- On a daily basis, monitor, identify, research and correct Billings that are in error status.
- Perform monthly General Ledger and Cash reconciliations such as SMIF (Surplus Money Investment Fund), Uncleared Collections, and the CALPIA Bank Account.
- Prepare monthly journal entries or coordinate with appropriate accounting staff to process correcting entries.
- Review, research, and prepare all monthly journal entries from SCO tab run and other State agency invoices.

### **REQUISITE SKILLS AND ABILITIES:**

- Knowledge of commercial model Cost Accounting and State Appropriations & Fund Accounting
- Good interpersonal, communication, and written skills
- Good organizational and time management skills
- Be detail oriented with focus on accuracy and meeting deadlines
- Knowledge of Microsoft Excel programs and Automated Accounting Systems
- Willing to work hours more than a normal work week (Monday-Friday, 8:00-5:00) to meet Accounting deadlines determined by the Chief of Accounting and/or Chief Financial Officer

**REQUIRED APPLICATION DOCUMENTS:** Degree and/or School Transcripts

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 01/23/2019

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## **ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

**JOB CONTROL #:** JC-139572

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 063-042-5393-803

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4975 - \$6228

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 8:00AM – 5:00PM

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, BUSINESS SERVICES, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** California Prison Industry Authority (CALPIA) is currently recruiting for an Associate Governmental Program Analyst (Contract Analyst) to work in the Procurement & Contracts section. CALPIA offers free parking. Under the general supervision of the Staff Services Manager I, Procurement and Contracts section, the incumbent ensures the administration of CALPIA procurement procedures provided under Penal Code Section 2808(g) to purchase goods and services needed by CALPIA for the operation of its enterprises. Work with program staff in review and development of service, raw material, public works, interagency, and revenue contracts in conformance with contracting laws, regulations, policies and rules. Develop scopes of work and specifications, solicitation documents and contract development, including the use of boilerplate contracting language and documents. Review sole source requests and contract justifications, and advertise contracts. Represent CALPIA at bidder's conferences throughout the State and respond to bidder's questions. Lead bid evaluations with contract managers. Coordinate approval of contracts with the legal office and management staff; award and amend contracts. Perform special projects, prepare correspondence, train, and assist other staff and offenders. Consult, advise, and make recommendations to program staff on a variety of purchasing and contracting issues. Research, gather, and analyze data from websites, laws and rules, and other contracting/purchasing resources to make appropriate recommendations for contractual agreements. Develop Business Services policies and procedures, conduct and perform complex research and analytical studies. Analyze information and make recommendations for improved methods. This position requires strong analytical, writing, and computer skills (Excel, Word, Access, and PowerPoint).

### **REQUISITE SKILLS AND ABILITIES:**

- Strong analytical skills
- Knowledge and understanding of state contracting laws, regulations, policies, and rules
- Excellent writing and verbal skills
- Strong attention to detail
- Excellent attendance and punctuality
- Ability to perform multiple tasks and set priorities appropriately.
- Works well in a team environment
- Self-starter and applies principles of completed staff work consistently
- Ability to translate direction into action.

**REQUIRED APPLICATION DOCUMENTS:** Degree and/or School Transcripts

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 02/20/2019

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## **CONSTRUCTION SUPERVISOR I**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-129720

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 287-750-4107-005

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$5417 - \$6780

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 7:00AM – 4:00PM

**LOCATION:** FOLSOM STATE PRISON, CENTRAL OFFICE, 300 PRISON ROAD, REPRESA, CA 95671

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Construction Supervisor I (Correctional Facility) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under supervision, incumbents are responsible for direct supervision of a wide variety of inmate or ward labor construction projects at assigned State correctional facilities and other State Agencies; to instruct, lead or supervise inmates or wards and casual trade employees and to do other related work. Typical tasks include selection and direct supervision of inmates or wards and casual trades employees; preparation of budget estimate for assigned project; determination and arrangement for purchase of required materials, tools and equipment; delegation of project work activity; inspection of work in progress.

**REQUISITE SKILLS AND ABILITIES:** Knowledge of: Materials, methods and processes used in the construction of wood, steel frame, masonry and concrete buildings; work of the various building and mechanical trades; various codes and safety orders applicable to building construction; defects of and grading rules for lumber; methods of proportioning concrete aggregates, designing concrete mixes and proper methods of mixing, placing and curing plain and reinforced concrete; mortar and grout mixes; methods of steel frame erection, reinforced concrete construction, forms and shoring; soils, soil compacting; structural engineering designs; mechanical systems and equipment including steam boilers, air conditioning systems and the installation of gas and steam lines; painting, plumbing, heating, ventilating and electrical work; State rules and regulations governing the purchase of construction materials; contract bidding; principles of effective supervision; principles and practices of administration, organization, budget and personnel management; the Department's Affirmative Action Program objectives; and the supervisor's role in the Affirmative Action Program and the process available to meet affirmative action objectives.

Ability to: Read and interpret architectural plans and drawings; calculate material quantities; detect deviations from plans and specifications by inspection; operate a motor vehicle; supervise, plan, organize, direct and evaluate the work of others; prepare correspondence and write clear and comprehensive reports; establish and maintain cooperative relations with facility staff; relate to youthful or adult offenders; effectively contribute to the Department's affirmative action objectives.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/20/2018

## **CUSTODIAN (CORRECTIONAL FACILITY)**

**JOB CONTROL #:** VARIOUS

**FINAL FILING DATE:** VARIOUS

**POSITION #:** XXX-760-2006-XXX

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$2444 - \$3059 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

**WORK SHIFT (DAYS AND HOURS):** WORK DAYS AND HOURS MAY VARY

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)  
**PLEASE SEE BELOW FOR LOCATION OF POSITIONS**

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2018/8PICU01.pdf>, click Complete Self-Assessment\*\*\*

Under the supervision of the Custodian Supervisor II, CF and direction of the Lead Custodian (CF) (Healthcare Facilities Maintenance), the incumbent performs the required janitorial services in keeping an assigned office, building, or area clean and orderly; to maintain order and supervise the conduct of inmates, to protect and maintain the safety of persons and property, may instruct, lead, or supervise inmates and other related work. Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates' workers who substantially replace civil service employees for a total of at least 120 hours per pay period. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees must have valid, approved medical clearance. Performs the following duties while supervising/directing inmates and civil service employees providing janitorial services: sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, restrooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and Venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery; as required.

**REQUISITE SKILLS AND ABILITIES:** Persons appointed to this position must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must always carry a whistle while on the worksite.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

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**MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640**

**POSITION #: 045-760-2006-PFT - DATE POSTED: 11/9/18 (JC-134319) - FINAL FILING DATE: UNTIL FILLED**

**CUSTODIAN (CORRECTIONAL FACILITY) - PERMANENT / FULL TIME (Continued)**

**AVENAL STATE PRISON**, 1 KINGS WAY, AVENAL, CA 93204

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #: 047-760-2006-PFT** - DATE POSTED: 11/10/18 (JC-133851) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA CORRECTIONAL INSTITUTION**, 24900 HWY 202, TEHACHAPI, CA 93561

**POSITION #: 052-760-2006-PFT** - DATE POSTED: 11/7/18 (JC-133951) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA MEN'S COLONY**, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

**POSITION #: 058-760-2006-PFT** - DATE POSTED: 10/30/18 (JC-132769) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON – CORCORAN**, 4001 KING AVENUE, CORCORAN, CA 93212

**POSITION #: 073-760-2006-PFT** - DATE POSTED: 11/8/18 (JC-134131) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON – SACRAMENTO**, 100 PRISON ROAD, REPRESA, CA 95671

**POSITION #: 074-760-2006-PFT** - DATE POSTED: 12/12/18 (JC-137762) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON – SOLANO**, 2100 PEABODY ROAD, VACAVILLE, CA 95696

**POSITION #: 075-760-2006-PFT** - DATE POSTED: 11/8/18 (JC-134068) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA INSTITUTION FOR MEN**, 14901 CENTRAL AVENUE, CHINO, CA 91710

**POSITION #: 081-760-2006-PFT** - DATE POSTED: 11/9/18 (JC-134240) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA INSTITUTION FOR WOMEN**, 16756 CHINO-CORONA ROAD, CORONA, CA 92880

**POSITION #: 087-760-2006-PFT** - DATE POSTED: 10/30/18 (JC-132884) - **FINAL FILING DATE: UNTIL FILLED**

**DEUEL VOCATIONAL INSTITUTION**, 23500 KASSON ROAD, TRACY, CA 95378

**POSITION #: 107-760-2006-PFT** - DATE POSTED: 11/16/18 (JC-134932) - **FINAL FILING DATE: UNTIL FILLED**

**CALIPATRIA STATE PRISON**, 7018 BLAIR ROAD, CALIPATRIA, CA 92233

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #: 177-760-2006-PFT** - DATE POSTED: 10/29/18 (JC-132705) - **FINAL FILING DATE: UNTIL FILLED**

**WASCO STATE PRISON**, 701 SCOFIELD AVENUE, WASCO, CA 93280

**POSITION #: 179-760-2006-PFT** - DATE POSTED: 11/8/18 (JC-134168) - **FINAL FILING DATE: UNTIL FILLED**

**SIERRA CONSERVATION CENTER**, 5100 O'BYRNE'S FERRY ROAD, JAMESTOWN, CA 95327

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #: 189-760-2006-PFT** - DATE POSTED: 11/15/18 (JC-134892) - **FINAL FILING DATE: UNTIL FILLED**

**FOLSOM STATE PRISON**, 300 PRISON ROAD, REPRESA, CA 95671

**POSITION #: 287-760-2006-PFT** - DATE POSTED: 11/14/18 (JC-134604) - **FINAL FILING DATE: UNTIL FILLED**

**CENTRAL CALIFORNIA WOMEN'S FACILITY**, 23370 ROAD 22, CHOWCHILLA, CA 93610

**POSITION #: 383-760-2006-PFT** - DATE POSTED: 11/8/18 (JC-134070) - **FINAL FILING DATE: UNTIL FILLED**

**CHUCKAWALLA VALLEY STATE PRISON**, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #: 392-760-2006-PFT** - DATE POSTED: 11/8/18 (JC-134142) - **FINAL FILING DATE: UNTIL FILLED**

**PELICAN BAY STATE PRISON**, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #: 393-760-2006-PFT** - DATE POSTED: 11/14/18 (JC-134678) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON LOS ANGELES**, 44750 60<sup>TH</sup> STREET WEST, LANCASTER, CA 93536

**POSITION #: 399-760-2006-PFT** - DATE POSTED: 9/6/18 (JC-125892) - **FINAL FILING DATE: UNTIL FILLED**



**CUSTODIAN (CORRECTIONAL FACILITY) - PERMANENT / FULL TIME (Continued)**

**CENTINELA STATE PRISON, 2302 BROWN ROAD, IMPERIAL, CA 92251**

**POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 405-760-2006-PFT - DATE POSTED: 11/9/18 (JC-134269) - FINAL FILING DATE: UNTIL FILLED**

**PLEASANT VALLEY STATE PRISON, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210**

**POSITION #: 439-760-2006-PFT - DATE POSTED: 10/31/18 (JC-132935) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY, 900 QUEBEC AVENUE, CORCORAN, CA 93212**

**POSITION #: 589-760-2006-PFT - DATE POSTED: 11/9/18 (JC-134298) - FINAL FILING DATE: UNTIL FILLED**

**KERN VALLEY STATE PRISON, 3000 WEST CECIL AVENUE, DELANO, CA 93216**

**POSITION #: 918-760-2006-PFT - DATE POSTED: 11/14/18 (JC-134720) - FINAL FILING DATE: UNTIL FILLED**

**VALLEY STATE PRISON, 21633 AVENUE 24, CHOWCHILLA, CA 93610**

**POSITION #: 921-760-2006-PFT - DATE POSTED: 11/15/18 (JC-134873) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA REHABILITATION CENTER, 5<sup>TH</sup> AND WESTERN, NORCO, CA 92860**

**POSITION #: 964-760-2006-PFT - DATE POSTED: 11/8/18 (JC-134110) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA CORRECTIONAL CENTER, 711-045 CENTER ROAD, SUSANVILLE, CA 96127**

**POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 965-760-2006-001 - DATE POSTED: 08/10/18 (JC-122615) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA MEDICAL FACILITY, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687**

**POSITION #: 966-760-2006-PFT - DATE POSTED: 10/30/18 (JC-132904) - FINAL FILING DATE: UNTIL FILLED**

**NORTH KERN STATE PRISON, 2737 WEST CECIL AVENUE, DELANO, CA 93216**

**POSITION #: 967-760-2006-PFT - DATE POSTED: 11/15/18 (JC-134907) - FINAL FILING DATE: UNTIL FILLED**

**IRONWOOD STATE PRISON, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226**

**POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 969-760-2006-PFT - DATE POSTED: 11/9/18 (JC-134208) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA CITY CORRECTIONAL FACILITY, 22844 VIRGINIA BLVD., CALIFORNIA CITY, CA 93505**

**POSITION #: 970-760-2006-PFT - DATE POSTED: 11/16/18 (JC-134952) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON SAN QUENTIN, SAN QUENTIN, CA 94964**

**POSITION #: 096-760-2006-PFT DATE POSTED: 01/17/2019 (JC-142045) FINAL FILING DATE: UNTIL FILLED**

**CORRECTIONAL TRAINING FACILITY, HIGHWAY 101 NORTH, SOLEDAD, CA 93960**

**POSITION #: 104-760-2006-PFT DATE POSTED: 01/17/2019 (JC-142067) FINAL FILING DATE: UNTIL FILLED**

**RICHARD J. DONOVAN CORRECTIONAL FACILITY, 480 ALTA ROAD, SAN DIEGO, CA 92179**

**POSITION #: 391-760-2006-PFT DATE POSTED: 01/17/2019 (JC-142088) FINAL FILING DATE: UNTIL FILLED**

**HIGH DESERT STATE PRISON, 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96130**

**POSITION #: 933-760-2006-PFT DATE POSTED: 01/17/2019 (JC-142143) FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA CORRECTIONAL CENTER, 711-045 CENTER ROAD, SUSANVILLE, CA 96127**

**POSITION #: 965-760-2006-PFT DATE POSTED: 01/17/2019 (JC-142182) FINAL FILING DATE: UNTIL FILLED**

**SALINAS VALLEY STATE PRISON, 31625 HIGHWAY 101, SOLEDAD, CA 93960**

**POSITION #: 968-760-2006-PFT DATE POSTED: 01/17/2019 (JC-142144) FINAL FILING DATE: UNTIL FILLED**

## **CUSTODIAN (CORRECTIONAL FACILITY)**

**JOB CONTROL #:** VARIOUS

**FINAL FILING DATE:** VARIOUS

**POSITION #:** XXX-760-2006-XXX

**TENURE / TIME BASE:** PERMANENT / INTERMITTENT (1500 HOURS)

**SALARY:** \$2444 - \$3059 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

**WORK SHIFT (DAYS AND HOURS):** WORK DAYS AND HOURS MAY VARY

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)  
**PLEASE SEE BELOW FOR LOCATION OF POSITIONS**

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2018/8PICU01.pdf>, click Complete Self-Assessment\*\*\*

Under the supervision of the Custodian Supervisor II, CF and direction of the Lead Custodian (CF) (Healthcare Facilities Maintenance), the incumbent performs the required janitorial services in keeping an assigned office, building, or area clean and orderly; to maintain order and supervise the conduct of inmates, to protect and maintain the safety of persons and property, may instruct, lead, or supervise inmates and other related work. Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates' workers who substantially replace civil service employees for a total of at least 120 hours per pay period. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees must have valid, approved medical clearance. Performs the following duties while supervising/directing inmates and civil service employees providing janitorial services: sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, restrooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and Venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery; as required.

**REQUISITE SKILLS AND ABILITIES:** Persons appointed to this position must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must always carry a whistle while on the worksite.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

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**MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640**

**POSITION #: 045-760-2006-PIN - DATE POSTED: 11/9/18 (JC-134329) - FINAL FILING DATE: UNTIL FILLED**



**CUSTODIAN (CORRECTIONAL FACILITY) – PERMANENT / INTERMITTENT (Continued)**

**AVENAL STATE PRISON**, 1 KINGS WAY, AVENAL, CA 93204

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #: 047-760-2006-PIN** - DATE POSTED: 11/7/18 (JC-133918) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA CORRECTIONAL INSTITUTION**, 24900 HWY 202, TEHACHAPI, CA 93561

**POSITION #: 052-760-2006-PIN** - DATE POSTED: 11/8/18 (JC-133996) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA MEN'S COLONY**, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

**POSITION #: 058-760-2006-PIN** - DATE POSTED: 10/30/18 (JC-132776) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON – CORCORAN**, 4001 KING AVENUE, CORCORAN, CA 93212

**POSITION #: 073-760-2006-PIN** - DATE POSTED: 11/8/18 (JC-134137) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON – SACRAMENTO**, 100 PRISON ROAD, REPRESA, CA 95671

**POSITION #: 074-760-2006-PIN** - DATE POSTED: 11/14/18 (JC-134603) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON - SOLANO**, 2100 PEABODY ROAD, VACAVILLE, CA 95696

**POSITION #: 075-760-2006-PIN** - DATE POSTED: 11/8/18 (JC-134100) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA INSTITUTION FOR MEN**, 14901 CENTRAL AVENUE, CHINO, CA 91710

**POSITION #: 081-760-2006-PIN** - DATE POSTED: 11/9/18 (JC-134257) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA INSTITUTION FOR WOMEN**, 16756 CHINO CORONA ROAD, CORONA, CA 92880

**POSITION #: 087-760-2006-PIN** - DATE POSTED: 10/30/18 (JC-132899) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON - SAN QUENTIN**, SAN QUENTIN, CA 94964

**POSITION #: 096-760-2006-930** - DATE POSTED: 7/2/18 (JC-116789) - **FINAL FILING DATE: UNTILL FILLED**

**DEUEL VOCATIONAL INSTITUTION**, 23500 KASSON ROAD, TRACY, CA 95378

**POSITION #: 107-760-2006-PIN** - DATE POSTED: 11/16/18 (JC-134933) - **FINAL FILING DATE: UNTIL FILLED**

**CALIPATRIA STATE PRISON**, 7018 BLAIR ROAD, CALIPATRIA, CA 92233

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #: 177-760-2006-PIN** - DATE POSTED: 10/29/18 (JC-132720) - **FINAL FILING DATE: UNTIL FILLED**

**WASCO STATE PRISON**, 701 SCOFIELD AVENUE, WASCO, CA 93280

**POSITION #: 179-760-2006-PIN** - DATE POSTED: 11/8/18 (JC-134191) - **FINAL FILING DATE: UNTIL FILLED**

**SIERRA CONSERVATION CENTER**, 5100 O'BYRNE'S FERRY ROAD, JAMESTOWN, CA 95327

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #: 189-760-2006-PIN** - DATE POSTED: 11/15/18 (JC-134900) - **FINAL FILING DATE: UNTIL FILLED**

**FOLSOM STATE PRISON**, 300 PRISON ROAD, REPRESA, CA 95671

**POSITION #: 287-760-2006-PIN** - DATE POSTED: 11/14/18 (JC-134631) - **FINAL FILING DATE: UNTIL FILLED**

**CENTRAL CALIFORNIA WOMEN'S FACILITY**, 23370 ROAD 22, CHOWCHILLA, CA 93610

**POSITION #: 383-760-2006-PIN** - DATE POSTED: 11/8/18 (JC-134081) - **FINAL FILING DATE: UNTIL FILLED**

**RICHARD J. DONOVAN CORRECTIONAL FACILITY- SAN DIEGO** 480 ALTA ROAD, SAN DIEGO, CA 92179

**POSITION #: 391-760-2006-PIN** - DATE POSTED: 12/14/18 (JC-138134) - **FINAL FILING DATE: UNTIL FILLED**

**CHUCKAWALLA VALLEY STATE PRISON**, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #: 392-760-2006-PIN** - DATE POSTED: 11/8/18 (JC-134157) - **FINAL FILING DATE: UNTIL FILLED**

**CUSTODIAN (CORRECTIONAL FACILITY) – PERMANENT / INTERMITTENT (Continued)**

**PELICAN BAY STATE PRISON**, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532

**POSITION #:** 393-760-2006-PIN - DATE POSTED: 11/14/18 (JC-134691) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON LOS ANGELES**, 44750 60<sup>TH</sup> STREET WEST, LANCASTER, CA 93536

**POSITION #:** 399-760-2006-PIN - DATE POSTED: 9/6/18 (JC-125917) - **FINAL FILING DATE: UNTIL FILLED**

**CENTINELA STATE PRISON**, 2302 BROWN ROAD, IMPERIAL, CA 92251

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #:** 405-760-2006-PIN - DATE POSTED: 11/9/18 (JC-134277) - **FINAL FILING DATE: UNTIL FILLED**

**PLEASANT VALLEY STATE PRISON**, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210

**POSITION #:** 439-760-2006-PIN - DATE POSTED: 10/31/18 (JC-132949) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY**, 900 QUEBEC AVENUE, CORCORAN, CA 93212

**POSITION #:** 589-760-2006-PIN - DATE POSTED: 11/9/18 (JC-134303) - **FINAL FILING DATE: UNTIL FILLED**

**KERN VALLEY STATE PRISON**, 3000 WEST CECIL AVENUE, DELANO, CA 93216

**POSITION #:** 918-760-2006-PIN - DATE POSTED: 11/14/18 (JC-134724) - **FINAL FILING DATE: UNTIL FILLED**

**VALLEY STATE PRISON**, 21633 AVENUE 24, CHOWCHILLA, CA 93610

**POSITION #:** 921-760-2006-PIN - DATE POSTED: 11/15/18 (JC-134888) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA REHABILITATION CENTER**, 5<sup>TH</sup> AND WESTERN, NORCO, CA 92860

**POSITION #:** 964-760-2006-PIN - DATE POSTED: 11/8/18 (JC-134114) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA MEDICAL FACILITY**, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687

**POSITION #:** 966-760-2006-PIN - DATE POSTED: 10/30/18 (JC-132911) - **FINAL FILING DATE: UNTIL FILLED**

**NORTH KERN STATE PRISON**, 2737 WEST CECIL AVENUE, DELANO, CA 93216

**POSITION #:** 967-760-2006-PIN - DATE POSTED: 11/15/18 (JC-134912) - **FINAL FILING DATE: UNTIL FILLED**

**IRONWOOD STATE PRISON**, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226

**POSITION #:** 969-760-2006-PIN - DATE POSTED: 11/9/18 (JC-134220) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA CITY CORRECTIONAL FACILITY**, 22844 VIRGINIA BLVD., CALIFORNIA CITY, CA 93505

**POSITION #:** 970-760-2006-PIN - DATE POSTED: 11/16/18 (JC-134954) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON - SAN QUENTIN**, SAN QUENTIN, CA 94964

**POSITION#:** 096-760-2006-PIN DATE POSTED: 01/17/2019 (JC-142054) **FINAL FILING DATE: UNTIL FILLED**

**CORRECTIONAL TRAINING FACILITY**, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

**POSITION#:** 104-760-2006-PIN DATE POSTED: 01/17/2019 (JC-142078) **FINAL FILING DATE: UNTIL FILLED**

**RICHARD J. DONOVAN CORRECTIONAL FACILITY**, 480 ALTA ROAD, SAN DIEGO, CA 92179

**POSITION#:** 391-760-2006-PIN DATE POSTED: 01/17/2019 (JC-142098) **FINAL FILING DATE: UNTIL FILLED**

**HIGH DESERT STATE PRISON**, 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96130

**POSITION#:** 933-760-2006-PIN DATE POSTED: 01/17/2019 (JC-142154) **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA CORRECTIONAL CENTER**, 711-045 CENTER ROAD, SUSANVILLE, CA 96127

**POSITION#:** 965-760-2006-PIN DATE POSTED: 01/17/2019 (JC-142180) **FINAL FILING DATE: UNTIL FILLED**

**SALINAS VALLEY STATE PRISON**, 31625 HIGHWAY 101, SOLEDAD, CA 93960

**POSITION#:** 968-760-2006-PIN DATE POSTED: 01/17/2019 (JC-142123) **FINAL FILING DATE: UNTIL FILLED**

**CUSTODIAN (CORRECTIONAL FACILITY) – PERMANENT / INTERMITTENT (Continued)**

**RICHARD J. DONOVAN CORRECTIONAL FACILITY** , 480 ALTA ROAD SAN DIEGO,CA 92179

**POSITION#:391-760-2006-930** DATE POSTED: 01/15/2019 (JC-141102) **FINAL FILING DATE: UNTIL FILLED**

## **CUSTODIAN (CORRECTIONAL FACILITY)**

**JOB CONTROL #:** VARIOUS

**FINAL FILING DATE:** VARIOUS

**POSITION #:** XXX-760-2006-XXX

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITIONS MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$2444 - \$3059 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

**WORK SHIFT (DAYS AND HOURS):** WORK DAYS AND HOURS MAY VARY

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)  
**PLEASE SEE BELOW FOR LOCATION OF POSITIONS**

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2018/8PICU01.pdf>, click Complete Self-Assessment\*\*\*

Under the supervision of the Custodian Supervisor II, CF and direction of the Lead Custodian (CF) (Healthcare Facilities Maintenance), the incumbent performs the required janitorial services in keeping an assigned office, building, or area clean and orderly; to maintain order and supervise the conduct of inmates, to protect and maintain the safety of persons and property, may instruct, lead, or supervise inmates and other related work. Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates' workers who substantially replace civil service employees for a total of at least 120 hours per pay period. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees must have valid, approved medical clearance. Performs the following duties while supervising/directing inmates and civil service employees providing janitorial services: sweeps, scrubs, mops, and waxes floors; vacuums rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and cleans waste receptacles; cleans stairways, escalators, elevators, hallways, restrooms, offices, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and Venetian blinds; assists in moving and arranging furniture and equipment as required; polishes metalwork; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery; as required.

**REQUISITE SKILLS AND ABILITIES:** Persons appointed to this position must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must always carry a whistle while on the worksite.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

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**MULE CREEK STATE PRISON, 4001 HIGHWAY 104, IONE, CA 95640**

**POSITION #: 045-760-2006-LFT - DATE POSTED: 11/9/18 (JC-134333) - FINAL FILING DATE: UNTIL FILLED**

**CUSTODIAN (CORRECTIONAL FACILITY) – LIMITED TERM / FULL TIME (Continued)**

**AVENAL STATE PRISON, 1 KINGS WAY, AVENAL, CA 93204**

**POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 047-760-2006-LFT - DATE POSTED: 11/7/18 (JC-133925) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA CORRECTIONAL INSTITUTION, 24900 HWY 202, TEHACHAPI, CA 93561**

**POSITION #: 052-760-2006-LFT - DATE POSTED: 11/8/18 (JC-134027) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409**

**POSITION #: 058-760-2006-LFT - DATE POSTED: 10/30/18 (JC-132782) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON – CORCORAN, 4001 KING AVENUE, CORCORAN, CA 93212**

**POSITION #: 073-760-2006-LFT - DATE POSTED: 11/8/18 (JC-134155) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON – SACRAMENTO, 100 PRISON ROAD, REPRESA, CA 95671**

**POSITION #: 074-760-2006-LFT - DATE POSTED: 11/14/18 (JC-134607) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON – SOLANO, 2100 PEABODY ROAD, VACAVILLE, CA 95696**

**POSITION #: 075-760-2006-LFT - DATE POSTED: 11/8/18 (JC-134112) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA INSTITUTION FOR MEN, 14901 CENTRAL AVENUE, CHINO, CA 91710**

**POSITION #: 081-760-2006-LFT - DATE POSTED: 11/9/18 (JC-134260) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA INSTITUTION FOR WOMEN, 16756 CHINO CORONA ROAD, CORONA, CA 92880**

**POSITION #: 087-760-2006-LFT - DATE POSTED: 10/30/18 (JC-132910) - FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON - SAN QUENTIN, SAN QUENTIN, CA 94964 (TWO POSITIONS)**

**POSITION #: 096-760-2006-100/101 - DATE POSTED: 7/2/18 (JC-116756) - FINAL FILING DATE: UNTIL FILLED**

**DEUEL VOCATIONAL INSTITUTION, 23500 KASSON ROAD, TRACY, CA 95378**

**POSITION #: 107-760-2006-LFT - DATE POSTED: 11/16/18 (JC-134939) - FINAL FILING DATE: UNTIL FILLED**

**CALIPATRIA STATE PRISON, 7018 BLAIR ROAD, CALIPATRIA, CA 92233**

**POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 177-760-2006-LFT - DATE POSTED: 10/29/18 (JC-132745) - FINAL FILING DATE: UNTIL FILLED**

**WASCO STATE PRISON, 701 SCOFIELD AVENUE, WASCO, CA 93280**

**POSITION #: 179-760-2006-LFT - DATE POSTED: 11/9/18 (JC-134201) - FINAL FILING DATE: UNTIL FILLED**

**SIERRA CONSERVATION CENTER, 5100 O'BYRNE'S FERRY ROAD, JAMESTOWN, CA 95327**

**POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 189-760-2006-LFT - DATE POSTED: 11/15/18 (JC-134910) - FINAL FILING DATE: UNTIL FILLED**

**FOLSOM STATE PRISON, 300 PRISON ROAD, REPRESA, CA 95671**

**POSITION #: 287-760-2006-LFT - DATE POSTED: 11/14/18 (JC-134673) - FINAL FILING DATE: UNTIL FILLED**

**CENTRAL CALIFORNIA WOMEN'S FACILITY, 23370 ROAD 22, CHOWCHILLA, CA 93610**

**POSITION #: 383-760-2006-LFT - DATE POSTED: 11/8/18 (JC-134098) - FINAL FILING DATE: UNTIL FILLED**

**CHUCKAWALLA VALLEY STATE PRISON, 19025 WILEY'S WELL ROAD, BLYTHE, CA 92225**

**POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 392-760-2006-LFT - DATE POSTED: 11/8/18 (JC-134160) - FINAL FILING DATE: UNTIL FILLED**

**PELICAN BAY STATE PRISON, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532**

**POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS**

**POSITION #: 393-760-2006-LFT - DATE POSTED: 11/14/18 (JC-134698) - FINAL FILING DATE: UNTIL FILLED**

**CUSTODIAN (CORRECTIONAL FACILITY) – LIMITED TERM / FULL TIME (Continued)**

**CALIFORNIA STATE PRISON LOS ANGELES**, 44750 60<sup>TH</sup> STREET WEST, LANCASTER, CA 93536

**POSITION #:** 399-760-2006-LFT - DATE POSTED: 9/6/18 (JC-125952) - **FINAL FILING DATE: UNTIL FILLED**

**CENTINELA STATE PRISON**, 2302 BROWN ROAD, IMPERIAL, CA 92251

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #:** 405-760-2006-LFT - DATE POSTED: 11/9/18 (JC-134294) - **FINAL FILING DATE: UNTIL FILLED**

**PLEASANT VALLEY STATE PRISON**, 24863 WEST JAYNE AVENUE, COALINGA, CA 93210

**POSITION #:** 439-760-2006-LFT - DATE POSTED: 10/31/18 (JC-132951) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA SUBSTANCE ABUSE TREATMENT FACILITY**, 900 QUEBEC AVENUE, CORCORAN, CA 93212

**POSITION #:** 589-760-2006-LFT - DATE POSTED: 11/9/18 (JC-134314) - **FINAL FILING DATE: UNTIL FILLED**

**KERN VALLEY STATE PRISON**, 3000 WEST CECIL AVENUE, DELANO, CA 93216

**POSITION #:** 918-760-2006-LFT - DATE POSTED: 11/14/18 (JC-134725) - **FINAL FILING DATE: UNTIL FILLED**

**VALLEY STATE PRISON**, 21633 AVENUE 24, CHOWCHILLA, CA 93610

**POSITION #:** 921-760-2006-LFT - DATE POSTED: 11/15/18 (JC-134891) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA REHABILITATION CENTER**, 5<sup>TH</sup> AND WESTERN, NORCO, CA 92860

**POSITION #:** 964-760-2006-LFT - DATE POSTED: 11/8/18 (JC-134118) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA MEDICAL FACILITY**, 1600 CALIFORNIA DRIVE, VACAVILLE, CA 95687

**POSITION #:** 966-760-2006-LFT - DATE POSTED: 10/30/18 (JC-132918) - **FINAL FILING DATE: UNTIL FILLED**

**NORTH KERN STATE PRISON**, 2737 WEST CECIL AVENUE, DELANO, CA 93216

**POSITION #:** 967-760-2006-LFT - DATE POSTED: 11/15/18 (JC-134937) - **FINAL FILING DATE: UNTIL FILLED**

**IRONWOOD STATE PRISON**, 19005 WILEY'S WELL ROAD, BLYTHE, CA 92226

POSITION MAY RECEIVE A \$2,600 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**POSITION #:** 969-760-2006-LFT - DATE POSTED: 11/9/18 (JC-134226) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA CITY CORRECTIONAL FACILITY**, 22844 VIRGINIA BLVD., CALIFORNIA CITY, CA 93505

**POSITION #:** 970-760-2006-LFT - DATE POSTED: 11/16/18 (JC-134958) - **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA STATE PRISON - SAN QUENTIN**, SAN QUENTIN, CA 94964

**POSITION#:**096-760-2006-LFT DATE POSTED: 01/17/2019 (JC-142060) **FINAL FILING DATE: UNTIL FILLED**

**CORRECTIONAL TRAINING FACILITY**, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

**POSITION#:**104-760-2006-LFT DATE POSTED: 01/17/2019 (JC-142084) **FINAL FILING DATE: UNTIL FILLED**

**RICHARD J. DONOVAN CORRECTIONAL FACILITY**, 480 ALTA ROAD, SAN DIEGO, CA 92179

**POSITION#:**391-760-2006-LFT DATE POSTED: 01/17/2019 (JC-142111) **FINAL FILING DATE: UNTIL FILLED**

**HIGH DESERT STATE PRISON**, 475-750 RICE CANYON ROAD, SUSANVILLE, CA 96130

**POSITION#:**933-760-2006-LFT DATE POSTED: 01/17/2019 (JC-142162) **FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA CORRECTIONAL CENTER**, 711-045 CENTER ROAD, SUSANVILLE, CA 96127

**POSITION#:**965-760-2006-LFT DATE POSTED: 01/17/2019 (JC-142159) **FINAL FILING DATE: UNTIL FILLED**

**SALINAS VALLEY STATE PRISON**, 31625 HIGHWAY 101, SOLEDAD, CA 93960

**POSITION#:**968-760-2006-LFT DATE POSTED: 01/17/2019 (JC-142106) **FINAL FILING DATE: UNTIL FILLED**



## **CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY)**

**JOB CONTROL #:** VARIOUS

**FINAL FILING DATE:** VARIOUS

**POSITION #:** XXX-760-2004-XXX

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$2920 - \$3660 - POSITIONS MAY RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

**WORK SHIFT (DAYS AND HOURS):** WORK DAYS MAY VARY, WORK HOURS MAY VARY

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)  
**PLEASE SEE BELOW FOR LOCATION OF POSITIONS**

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Custodian Supervisor II (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2018/8PICU03.pdf>, click Complete Self-Assessment\*\*\*

Under direction, the Custodian Supervisor II (CF) performs janitorial duties involved with keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned; assists with the planning of daily operations, scheduling labor, provides training, conducts evaluations, and counsels offender workers; evaluates components of the key components of the Industry Employability Program; supervises the conduct of inmate workers in the janitorial program; maintains tool and key control per the department and institutional procedures; maintains accurate offender counts; controls the use and storage of hazardous materials; enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 8, 15, and 22. Bio-hazard, hazardous waste.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action. Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures, and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods, materials, tools, and equipment used in janitorial operation. Ability to develop project plans, keeps records, and works under budgetary constraints for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

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**NORTH KERN STATE PRISON, 2737 WEST CECIL AVENUE, DELANO, CA 93216**

**POSITION#: 967-760-2004-001 DATE POSTED: 02/27/2018 (JC-139408) FINAL FILING DATE: UNTIL FILLED**

## **CUSTODIAN SUPERVISOR II (CORRECTIONAL FACILITY)**

**JOB CONTROL #:** VARIOUS

**FINAL FILING DATE:** VARIOUS

**POSITION #:** XXX-760-2004-XXX

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$2920 - \$3660 - POSITIONS MAY RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

**WORK SHIFT (DAYS AND HOURS):** WORK DAYS MAY VARY, WORK HOURS MAY VARY

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)  
**PLEASE SEE BELOW FOR LOCATION OF POSITIONS**

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Custodian Supervisor II (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2018/8PICU03.pdf>, click Complete Self-Assessment\*\*\*

Under direction, the Custodian Supervisor II (CF) performs janitorial duties involved with keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned; assists with the planning of daily operations, scheduling labor, provides training, conducts evaluations, and counsels offender workers; evaluates components of the key components of the Industry Employability Program; supervises the conduct of inmate workers in the janitorial program; maintains tool and key control per the department and institutional procedures; maintains accurate offender counts; controls the use and storage of hazardous materials; enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 8, 15, and 22. Bio-hazard, hazardous waste.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action. Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures, and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods, materials, tools, and equipment used in janitorial operation. Ability to develop project plans, keeps records, and works under budgetary constraints for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

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**CALIFORNIA PRISON INDUSTRY AUTHORITY 560 EAST NATOMA STREET FOLSOM, CA 95630**

**POSITION#:063-760-2204-001 DATE POSTED: 02/08/2019 (JC-144911) FINAL FILING DATE: UNTIL FILLED**

**CALIFORNIA INSTITUTION FOR MEN 14901 CENTRAL AVENUECHINO, CA 91710**

**POSITION#:081-760-2004-200 DATE POSTED: 02/08/2019 (JC-125732) FINAL FILING DATE: UNTIL FILLED**

## **CUSTODIAN SUPERVISOR III (CORRECTIONAL FACILITY)**

**JOB CONTROL #:** JC-137986

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 058-760-2000-001

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$3161 - \$3958 POSITIONS MAY RECEIVE A \$210.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWS) DIFFERENTIAL

**WORK SHIFT (DAYS AND HOURS):** WORK DAYS MAY VARY, WORK HOURS MAY VARY

**LOCATION:** CALIFORNIA MEN'S COLONY, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Custodian Supervisor III (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2018/8PICU04.pdf>, click Complete Self-Assessment\*\*\*

Under the direction of the Prison Industries Administrator/Lead Manager, incumbent performs janitorial duties involved with keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned. Has direct responsible of the custodial staff in the planning of daily operations, scheduling labor, provides training, conducts evaluations, and counsels offender workers; evaluates components of the key components of the Industry Employment Program; Supervises the conduct of inmate workers in the janitorial program, Maintains tool and key control per the department and institutional procedures. Maintains accurate offender counts; Controls the use and storage of hazardous materials; Enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 22, 15, 8. Bio-hazard, hazardous waste.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action, Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA laws, rules, procedures and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods; materials, tools and equipment used in janitorial operation, ability to develop project plans, keep records and work under budgetary constraints for successful job performance

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/17/2018

## **HEAVY TRUCK DRIVER (CORRECTIONAL FACILITY)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-140418

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 075-411-6379-902

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$3993 - \$4590

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0500 - 1500

**LOCATION:** CALIFORNIA STATE PRISON – SOLANO, WAREHOUSE, 2100 PEABODY ROAD, VACAVILLE, CA 95696

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Heavy Truck Driver (Correctional Facility) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Drives and handles a truck/tractor (two and three axle) with semi-trailer, drives forklifts, vans, or flatbeds; hauling materials, equipment, and boxed/palletized goods to and from various locations; greases, oils and keeps vehicles in good running condition, making emergency adjustments when required; performs pre-trip inspections on vehicles; keeps trucks supplied with fuel, oil, water; grease, supports maintenance of the Solano Fleet; observes all vehicle and highway laws in accordance with the California Vehicle Code.

**REQUISITE SKILLS AND ABILITIES:** Persons appointed to this classification must possess a valid "Class A driver's license and valid medical certificate with required endorsements. This position is subject to the Department of Transportation (DOT) random drug/alcohol testing in accordance with Federal Law and will also be included in the Department of Motor Vehicle (DMV) Employee Pull Notice (EPN) Program. Must be willing to work around inmates.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 01/08/2019

## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (COFFEE ROASTING AND GRINDING)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-145462

**FINAL FILING DATE:** FEBRUARY 24, 2019

**POSITION #:** 045-820-7123-002

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$4481 - \$5667

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0645 - 1445

**LOCATION:** MULE CREEK STATE PRISON, COFFEE ROASTING AND GRINDING, 4001 HIGHWAY 104, IONE, CA 95640

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Coffee Roasting and Grinding) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under the direction & supervision of the Prison Industries Superintendent II (Coffee Roasting), plans production, schedules, materials and equipment use based on shop orders and customer needs. Assigns, supervises, trains and coordinates the work of a group of inmate workers and other various manufacturing equipment. Assists in the selection of inmate personnel; maintains daily production reports; tracks the use of war materials; completes inmate performance records, maintains discipline of inmate workers within CDCR's policies and procedures; recommends pay increases or decreases. Maintains inmate timekeeping records, CDC 101, and CDC 1697 time cards. Ensures that all workers comply with the requirements of the Injury and Illness Prevention Program (IIPP). Performs periodic quality control inspections on finished product and established production standards, and maintains records. Make recommendations to increase productivity. Oversees the installation, basic maintenance and repair of various Coffee equipment, coordinates the flow of necessary supplies, and verifies inventory records. Implements the individual components of the Industry Employment Program (IEP). Evaluates and maintains an adequate inmate workforce, evaluates inmate employee performance and development needs, checks and secures factory premises at the end of the workday. Responsible for ensuring the accuracy and integrity of Material Safety Data Sheet (MSDS) procedures. Conducts inmate counts. Will apply policies and procedures per Department Operations Manual (DOM), to include MCSP DOM Supplements and Procedures, and California Code of Regulations (CCR) Title 15, Division 3, Crime Prevention and Corrections

**REQUISITE SKILLS AND ABILITIES:** Experience with computers and software, particularly Word & Excel. Ability to read routine reports and correspondence. Ability to interpret a variety of instructions furnished in written, oral, diagram and/or schedule form. Candidates should possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations found on the job without compromising their health and well-being or that of their fellow employees and/or inmates.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 02/13/2019

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## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (CROPS FARM)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-133691

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 104-215-0648-001

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$4481 - \$5667

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0630 - 1430

**LOCATION:** CORRECTIONAL TRAINING FACILITY, CAREER TECHNICAL EDUCATION, AGRICULTURE, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Crops Farm) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under the direct supervision of the Prison Industries Manager, the incumbent is responsible for the supervision and instruction of a group of inmate workers engaged in the farming operations from 20 acres with future projections of up to 70+ acres of cultivated vineyard located at Correctional Training Facility (CTF), which serves as the practical application for the offender Career Technical Education (CTE) program. Plans and schedules crop operations including labor, materials and equipment, land preparation, planting, cultivation, pest control, weed abatement, harvesting and storage of grape crops. Responsible for completing all work assignments, per seasonal and CTE requirements. Set up, adjust and operate equipment required for a farming operation. Trains and supervises inmates in the safe operation of farming equipment, production techniques and safe work practices. Counsels and disciplines inmates in a professional manner, while being firm, consistent and impartial. Trains and evaluates the overall performance of inmates, including preparing inmate timekeeping records and disciplinary documentation. Ensure all disciplinary reports are recorded using current procedures. Prepares production records; conducts safety meetings; Maintain tool and key control processes and records; ensures a safe work environment; assists with custodial searches and offender counts. Maintain the safety and security of the institution.

**REQUISITE SKILLS AND ABILITIES:** Ability to facilitate, organize and implement sound agricultural practices at a vineyard enterprise within a correctional institution. Experience in all aspects of wine grape production. Ability to supervise and motivate subordinate staff using established leadership methods. Ability to recognize problems and determine resolutions. Experienced in modern grape farming techniques and the ability to apply them to new projects and more effective farming practices. Excellent written and verbal communication skills. The ability to demonstrate professionalism at all times and to be tactful and objective.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/07/2018



## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-144345

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 058-150-7198-006

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4481 - \$5667

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0630 - 1630

**LOCATION:** CALIFORNIA MEN'S COLONY, FABRIC, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Fabric Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

This position, under the direction of the Prison Industries Superintendent I (Fabric Products), is responsible for planning, organizing and supervising the Fabric Products enterprise at the California Men's Colony.

Primary duties are as follows:

- Plans and schedules labor, materials and equipment in the production of fabric products.
- Supervises and coordinates the installation, operation, maintenance and repair of sewing equipment.
- Makes recommendations to increase efficiency and product quality.
- Directs preparation of reports on production and inventory.
- Is responsible for the ordering, shipping, and handling of production materials and supplies within the assigned area.
- Selects, trains, counsels and supervises inmate workers.
- Ensures that discipline, safety and security are maintained within the work area, including tool control.

**REQUISITE SKILLS AND ABILITIES:** Incumbent must have requisite skill and ability to supervise a fabric products manufacturing enterprise, including knowledge of methods, materials, machinery, processes, tools, and equipment used in industrial operations; production scheduling, quality control and standards, general safety practices and training, material handling techniques, and principles of personnel management and supervision; able to set up, repair, maintain, adjust, and operate required equipment; make labor and materials estimates; instruct and supervise inmates in production techniques and safety procedures; maintain firm impartial and consistent discipline; understand and apply rules, regulations, laws, and procedures; analyze situations accurately and take effective action; and keep records and prepare reports; read and write English at a level required for successful job performance.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 02/06/2019

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## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-134744

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 104-150-7198-001

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$4329 - \$5475

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0615 - 1615

**LOCATION:** CORRECTIONAL TRAINING FACILITY, FABRIC PRODUCTS, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Food and Beverage Packaging) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

The Industrial Supervisor, Prison Industries (Fabric Products), under the direction of the Prison Industries Superintendent II (Fabric Products), is responsible for the supervision and training of inmates who work in a production line that manufactures various state-issued clothing products. Assigns work; consistently checks quality and quantity to meet established standards. Provides leadership, guidance and maintains control of assigned inmates during work hours. Counsels and disciplines inmates in a professional manner, being firm, fair and consistent at all times. Prepares reports, correspondence, inmate time, with exception reports on a daily basis. Reviews inmates files, prepares and reviews inmate work and disciplinary reports for up to date and accurate information. Verifies Work Supervisory Reports are accurate and completed at the appropriate times. Ensures all disciplinary reports are recorded and sent to appropriate destinations. Participates in the institutional in-service training and safety programs. Works closely with the Prison Industries Superintendent II (Fabric Products) and Prison Industries Superintendent I (Fabric Products) to ensure adequate amount of supplies and equipment are provided to maintain a consistent daily workflow.

**REQUISITE SKILLS AND ABILITIES:** Personal computer experience and the ability to read patterns, experience in using various machinery associated with sewing and garment manufacturing.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/16/2018

## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FABRIC PRODUCTS)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960.**

**JOB CONTROL #:** JC-137641

**FINAL FILING DATE:** UNITL FILLED

**POSITION #:** 104-150-7198-006

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4481 - \$5667

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0615 - 1615

**LOCATION:** CORRECTIONAL TRAINING FACILITY, FABRIC PRODUCTS, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Fabric Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

The Industrial Supervisor, Prison Industries (Fabric Products), under the direction of the Prison Industries Superintendent II (Fabric Products), is responsible for the supervision and training of inmates who work in a production line that manufactures various state-issued clothing products. Assigns work; consistently checks quality and quantity to meet established standards. Provides leadership, guidance and maintains control of assigned inmates during work hours. Counsels and disciplines inmates in a professional manner, being firm, fair and consistent at all times. Prepares reports, correspondence, inmate time, with exception reports on a daily basis. Reviews inmates files, prepares and reviews inmate work and disciplinary reports for up to date and accurate information. Verifies Work Supervisory Reports are accurate and completed at the appropriate times. Ensures all disciplinary reports are recorded and sent to appropriate destinations. Participates in the institutional in-service training and safety programs. Works closely with the Prison Industries Superintendent II (Fabric Products) and Prison Industries Superintendent I (Fabric Products) to ensure adequate amount of supplies and equipment are provided to maintain a consistent daily workflow.

**REQUISITE SKILLS AND ABILITIES:** Personal computer experience and the ability to read patterns, experience in using various machinery associated with sewing and garment manufacturing. Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job, without compromising their health and well-being or that of their fellow employees or inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and the protection of property. Knowledge of CDCR/CALPIA Laws, rules, procedures and regulations.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 01/02/2019

## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960.**

**JOB CONTROL #:** JC-144116

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 075-421-2109-001

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$4481 - \$5667

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0600 - 1600

**LOCATION:** CALIFORNIA STATE PRISON – SOLANO, LAUNDRY, 2100 PEABODY ROAD, VACAVILLE, CA 95696

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Laundry) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under the general supervision of the Prison Industries Superintendent I and Superintendent II (Laundry), the Industrial Supervisor (Laundry) assists in the planning and scheduling of labor and the materials and equipment for production. Responsible for quality control, production control, and inventory control. Makes suggestions as to methods analysis, cost control, material research, procurement, and personal development. Implements the individual components of the Inmate Employability Program (IEP) by training and motivating inmates in the personal development through their participation in the program.

**REQUISITE SKILLS AND ABILITIES:** Skill and ability to supervise a laundry enterprise, including the knowledge of methods, materials, machinery processes, tools and equipment used in industrial operations; production scheduling, quality control, safety practices, material handling techniques and principles of personnel management and supervision; able to set up, repair, maintain, adjust and operate required equipment; make labor and materials estimates; instruct and supervise inmates in production techniques and safety procedures; maintain firm, impartial and consistent discipline; understand and apply rules, regulations, laws and procedures; analyze situations accurately and take effective actions; keep records and prepare reports.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 02/04/2019

## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-136674

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 075-421-2109-002

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4481 - \$5667

**WORK SHIFT (DAYS AND HOURS):** TUESDAY – FRIDAY, 0600 - 1600

**LOCATION:** CALIFORNIA STATE PRISON – SOLANO, LAUNDRY, 2100 PEABODY ROAD, VACAVILLE, CA 95696

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Laundry) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under the general supervision of the Prison Industries Superintendent I and Superintendent II (Laundry), the Industrial Supervisor (Laundry) assists in the planning and scheduling of labor and the materials and equipment for production. Responsible for quality control, production control, and inventory control. Makes suggestions as to methods analysis, cost control, material research, procurement, and personal development. Implements the individual components of the Inmate Employability Program (IEP) by training and motivating inmates in the personal development through their participation in the program.

**REQUISITE SKILLS AND ABILITIES:** Skill and ability to supervise a laundry enterprise, including the knowledge of methods, materials, machinery processes, tools and equipment used in industrial operations; production scheduling, quality control, safety practices, material handling techniques and principles of personnel management and supervision; able to set up, repair, maintain, adjust and operate required equipment; make labor and materials estimates; instruct and supervise inmates in production techniques and safety procedures; maintain firm, impartial and consistent discipline; understand and apply rules, regulations, laws and procedures; analyze situations accurately and take effective actions; keep records and prepare reports.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/04/2018



## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-130954

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 081-420-2109-004

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4481 - \$5667

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 1415 - 2245

**LOCATION:** CALIFORNIA INSTITUTION FOR MEN, LAUNDRY, 14901 CENTRAL AVENUE, CHINO, CA 91710

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Laundry) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under the direction of the Prison Industries Superintendent I, (Laundry), the Industrial Supervisor, P.I. (Laundry) supervises a crew of approximately twenty (20) to forty (40) inmates in one or more of the major functions required in the laundry operation. Assist in record keeping for productions and maintenance of laundry equipment.

Assist in the training of inmate workers, maintain inmate records, and ensure discipline and professionalism amongst the inmate work crews. Maintain production reports track and control the use of chemicals and raw materials, timekeeping, and pay raises in accordance with Department Operations Manual (DOM) and Title 15. Supervise the checking and servicing on all equipment on a daily basis to ensure maximum productivity and maintains safety logs. Maintain quality control check sheets. Hold safety-training meetings, custodial searches, shakedowns and inmate counts. Assist in the planning and scheduling production including labor, materials, and equipment; coordinates and/or supervises installation, operation maintenance and repair of equipment and/or machinery.

**REQUISITE SKILLS AND ABILITIES:** Knowledge of production methods, materials, machinery processes, use of tools and equipment in an industrial laundry operation; production scheduling and control; quality standards and control; safety practices; material ordering and handling techniques; principles of personnel management and supervision; ability to set-up, adjust, and operate industrial laundry equipment; make labor and material estimates; instruct and supervise inmates in production techniques and safety practices, maintain form, impartial, and consistent discipline; understands rules, regulations, laws and procedures; analyze situations accurately and take effective action; record keeping and report preparation; read and write English at a level required for successful job performance. Experience in industrial laundry enterprise with supervisory experience. Must possess tact, patience, and the ability to work with persons confined in a correctional institution.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

**DATE POSTED:** 10/18/2018



## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (LAUNDRY)**

**JOB CONTROL #:** JC-144730

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 179-420-2109-001

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4481 - \$5667

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 1030 - 1830

**LOCATION:** WASCO STATE PRISON, 701 SCOFIELD AVENUE, LAUNDRY, WASCO, CA 93280

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Laundry) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx> click Complete Self-Assessment\*\*\*

Assigns, supervises, and coordinates the work of a group of inmates in working, cleaning, and distribution of institutional laundry, and in operation of various types of laundry equipment; schedules labor, materials, and equipment use based on demonstrated need. Supervises the installation, maintenance, and repair of all laundry equipment; coordinates the flow of necessary materials and supplies; maintains inventory records. Maintains order and supervises the conduct of inmate work crews; maintains security within the work area; conducts regular safety meetings and enforces safety rules in the operation of the industrial equipment; keeps time cards; assists in custodial searches, shakedowns, and inmate counts.

**PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY):** Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered.

### **REQUISITE SKILLS AND ABILITIES:**

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 02/08/2019

## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MATTRESS AND BEDDING)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-110667

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 096-360-7197-002

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4481 - \$5667

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0500 - 1500

**LOCATION:** CALIFORNIA STATE PRISON - SAN QUENTIN, MATTRESS & BEDDING, SAN QUENTIN, CA 94964

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Mattress & Bedding) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

The Industrial Supervisor, Prison Industries (Mattress and Bedding), under the direction of the Prison Industries Superintendent II (Mattress and Bedding) is responsible for the training, developing, and directing inmate workers in the scheduled production of mattresses. This includes the manufacturing of innerspring mattresses and pillows; Supervising the implementation of the Quality Assurance Programs and maintain inmate pay and inmate work incentive program time records; Understand and apply safety rules and regulations; Maintains safety and security of working areas and work materials; Assist in the preparation of machinery purchase; keep inventory control of part and supplies; utilizing the Enterprise Resource Planning system (ERPLx) shop orders, labor hours, and other production-related functions; Maintains firm and impartial and constant discipline of assigned workers; implements the individual components of the Industry Employment Program (IEP), training and motivating inmates in personal development through their participation in the program; perform other duties as required that are related to the classification.

**PER POST AND BID REQUIREMENTS (CALPIA EMPLOYEES ONLY):** Eligible employees at this institution must submit a Reassignment/Transfer Request form to the contact person listed by the final filing date. Eligible employees who submitted a Re-assignment/Transfer Request form during the open enrollment period may be considered.

**REQUISITE SKILLS AND ABILITIES:** Knowledge and ability to train and supervise inmates in the manufacturing of mattress and bedding products in a correctional environment.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 05/11/2018

## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (METAL FABRICATION)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-134078

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 075-481-7191-017

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$4329 - \$5475

**WORK SHIFT (DAYS AND HOURS):** TUESDAY – FRIDAY, 0615 - 1615

**LOCATION:** CALIFORNIA STATE PRISON – SOLANO, METAL PRODUCTS, 2100 PEABODY ROAD, VACAVILLE, CA 95696

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Metal Fabrication) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under the general supervision of the Prison Industries Superintendent I (Metal Products), the Prison Industries Industrial Supervisor (Metal Products) supervises the manufacture, painting and finishing of various kinds of metal products. The incumbent supervises the use of all types of metal working machines including: spot welders, punch presses, power brakes and shears, bending machines, drill presses and support equipment. The incumbent is also responsible for forklift operators, stock attendants and janitors.

**REQUISITE SKILLS AND ABILITIES:** Skill and ability to supervise an industrial metal fabrication enterprise, including the knowledge of methods, materials, machinery processes, tools and equipment used in industrial operations; production scheduling, quality control, safety practices, material handling techniques and principles of personnel management and supervision; able to set up, repair, maintain, adjust and operate required equipment; make labor and materials estimates; instruct and supervise inmates in production techniques and safety procedures; maintain firm, impartial and consistent discipline; understand and apply rules, regulations, laws and procedures; analyze situations accurately and take effective actions; keep records and prepare reports.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 11/08/2018

## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (OPTICAL PRODUCTS)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-140321

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 075-270-7150-002

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4481 - \$5667

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0630 - 1430

**LOCATION:** CALIFORNIA STATE PRISON – SOLANO, OPTICAL PRODUCTS, 2100 PEABODY ROAD, VACAVILLE, CA 95696

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Optical Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Supervises and coordinates the activities of inmates in the manufacture of prescription eyewear and four staff in customer service/shipping/billing/assigns duties, schedules labor, material and equipment use based on demonstrated need. Supervises the installation, operation, maintenance, and repair of all optical equipment; coordinates inventory replenishment. Maintains order and supervises the conduct of inmate work crews; maintains security within the work area; conducts regular safety meetings and enforces safety rules in the operation of the industrial equipment; assists in custodial searches, pat downs, and inmate counts. Implements the individual components of the Industry Employment Program (IEP). Trains and motivates inmates in personal development through their participation in the program. Maintains production reports in computer networks, reports production status to Superintendent II, performs regular quality control inspections on finished products and establishes production standards; makes recommendations to increase productivity. Completes required IST/OJT classes.

**REQUISITE SKILLS AND ABILITIES:** Experience in an industrial optical enterprise with supervision experience; must possess the ability to work with persons confined in a correctional setting; have the ability to exercise initiative, good leadership, and organizational skills; good attendance, punctuality, and attention to detail are a must.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 01/07/2019

## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (OPTICAL PRODUCTS)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC- 128659

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 075-270-7150-005

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4481 - \$5667

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0630 - 1430

**LOCATION:** CALIFORNIA STATE PRISON – SOLANO, OPTICAL PRODUCTS, 2100 PEABODY ROAD, VACAVILLE, CA 95696

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Optical Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

- Supervises and coordinates the activities of inmates in the manufacture of prescription eyewear and four staff in customer service/shipping/billing. Assigns duties, schedules labor, material and equipment use based on demonstrated need.
- Supervises the installation, operation, maintenance, and repair of all optical equipment; coordinates inventory replenishment.
- Maintains order and supervises the conduct of inmate work crews; maintains security within the work area; conducts regular safety meetings and enforces safety rules in the operation of the industrial equipment; assists in custodial searches, pat downs, and inmate counts.
- Implements the individual components of the Industry Employment Program (IEP). Trains and motivates inmates in personal development through their participation in the program.
- Maintains production reports in computer networks, reports production status to Superintendent II, performs regular quality control inspections on finished products and establishes production standards; makes recommendations to increase productivity. Completes required IST/OJT classes.

**REQUISITE SKILLS AND ABILITIES:** Experience in an industrial optical enterprise with supervision experience; must possess the ability to work with persons confined in a correctional setting. Have the ability to exercise initiative, good leadership and organizational skills; good attendance, punctuality, and attention to detail are a must.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

**DATE POSTED:** 09/27/2018

## **INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (PRINTING)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-141134

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 058-310-7216-002

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4481 - \$5667

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 6:30AM – 4:30PM

**LOCATION:** CALIFORNIA MEN'S COLONY, PRINTING, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Supervisor, Prison Industries (Printing) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under the direction of the Prison Industries Superintendent I (Printing), the incumbent in this position supervises and trains inmates in commercial printing of brochures, forms, booklets, flyers and other specialty printed items, including, but not limited to, Licensing Decals, Validation and Inspection Stickers and Tags; plans and schedules production, including labor, materials and equipment; coordinates and/or supervises installation, operations, maintenance and repair of equipment and/or machinery; trains, counsels and supervises inmates in production work, quality control, safety, and personal development. Evaluates inmates' performance, and recommends action, assists in budget preparation as requested, supervises and/or performs preparation of records and reports on productions, processing and inventories. Maintains order, security of working areas and work materials. Assists in searching and control of inmates, performs other duties as required.

**REQUISITE SKILLS AND ABILITIES:** Incumbent must have requisite skill and ability to supervise an industrial printing enterprise including knowledge of methods, materials, machinery, processes, tools and equipment used in a typical printing concern, production scheduling and control, quality standards and control, safety practices and orders, materials handling techniques, and principles of personnel management and supervision. Incumbents must be able to set up, repair, maintain, adjust and operate required equipment; make labor and material estimates; instruct and supervise inmates or residents in production techniques and safety practices, maintain firm, impartial and consistent discipline; understand rules, regulations, laws, and procedures; analyze situations accurately and take effective action; keep records and prepare reports.

**DESIRABLE QUALIFICATIONS:** Supervisory experience. Experience in duplicators, large format offset presses, and letterpress printing using various styles of letterpress equipment.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 01/14/2019



## **INDUSTRIAL WAREHOUSE AND DISTRIBUTION SPECIALIST, PRISON INDUSTRY**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-146134

**FINAL FILING DATE:** MARCH 02, 2019

**POSITION #:** 058-410-7231-001

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$0630 - \$1630

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0630 - 1630

**LOCATION:** CALIFORNIA MEN'S COLONY, WAREHOUSE, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Industrial Warehouse and Distribution Specialist, Prison Industries vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under the direction of the Industrial Warehouse and Distribution Manager I, the incumbent in this position supervises the receiving, storage, and shipment of a large volume of raw materials, supplies, and finished goods; incumbent is responsible for the supervision of inmate workers, inmate timekeeping, and maintaining established safety practices; loads and unloads or supervises the loading and unloading of trucks. Performs transactions for receiving, shipping, cycle counts, and required reports. Operates a variety of heavy truck tractors including two and three axle units coupled to various sized trailers including but not limited to doubles, refrigerated units, tank trailers, and flat beds.

**REQUISITE SKILLS AND ABILITIES:** Knowledge of shipping procedures, inventory control and basic knowledge of computers. Possession of a Class A Commercial Driver's License is required. If the incumbent does not currently possess a Class A Commercial Driver's License, he or she will be expected to obtain one within the first six months of appointment to this position.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 02/20/2019

## **LEAD CUSTODIAN (CORRECTIONAL FACILITY)**

**JOB CONTROL #:** VARIOUS

**FINAL FILING DATE:** VARIOUS

**POSITION #:** XXX-760-2005-XXX

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$2622 - \$3283 - POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

**WORK SHIFT (DAYS AND HOURS):** WORK DAYS MAY VARY, WORK HOURS MAY VARY

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)  
**PLEASE SEE BELOW FOR LOCATION OF POSITIONS**

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Lead Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://www.calpia.ca.gov/calpia/assets/File/hr/exams/2018/8PICU02.pdf>, click Complete Self-Assessment\*\*\*

Under the supervision of the Custodian Supervisor II, CF (Healthcare Facilities Maintenance), the incumbent leads and performs the required janitorial services in keeping an assigned office, building, or area clean and orderly; to maintain order and supervise the conduct of inmates, civil service custodian's to protect and maintain the safety of persons and property, may instruct, lead, or supervise inmates and civil service custodian's and other related work. Employees having regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmate workers who substantially replace civil service employees for a total of at least 120 hours per pay period. This pay differential may also apply to employees having direct supervisory responsibility over incumbents who meet the conditions stated above. Employees must have valid, approved medical clearance. The Lead Custodian will perform janitorial duties involved in keeping an assigned office, building, or area clean and orderly; may instruct, lead, or supervise offender workers in the janitorial duties assigned. Assists in the planning of daily operations, scheduling labor, providing training, evaluating and counseling to inmate workers and Civil Servant Custodians. Utilizes the Industry Employment Program, supervises the conduct of offender worker and civil service workers in the janitorial program. Maintains tool and key control per the department and institutional procedures; Maintains accurate inmate counts; Controls the use and storage of hazardous materials; Enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department in Title 22, 15, 8. Bio-hazard, hazardous waste, and toxic materials control program.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action, Knowledge of Title 8, 15, and 22 requirements in reference to janitorial service. Knowledge of CDCR/CALPIA Laws, rules, procedures and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possess the knowledge of methods; materials, tools and equipment used in janitorial operation, ability to develop project plans, keep records and work under budgetary constraints for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

**LEAD CUSTODIAN (CORRECTIONAL FACILITY) PERMANENT / FULL TIME (Continued)**

**FOLSOM STATE PRISON**, , 300 PRISON ROAD, REPRESA, CA 95671

**POSITION #:** 287-760-2005-001- DATE POSTED: 02/4/19 (JC-143954) - **FINAL FILING DATE: UNTIL FILLED**

**CENTRAL CALIFORNIA WOMEN'S FACILITY**, 23370 ROAD 22, CHOWCHILLA, CA 93610

**POSITION #:** 383-760-2005-001- DATE POSTED: 02/4/19 (JC-144301) - **FINAL FILING DATE: UNTIL FILLED**

**SALINAS VALLEY STATE PRISON**, 31625 HIGHWAY 101, SOLEDAD, CA 93960

**POSITION #:** 968-760-2005-001- DATE POSTED: 09/14/18 (JC-122722) - **FINAL FILING DATE: UNTIL FILLED**

## **LEAD CUSTODIAN (CORRECTIONAL FACILITY)**

**JOB CONTROL #:** JC- VARIOUS

**FINAL FILING DATE:** VARIOUS

**POSITION #:** XXX-760-2005-XXX

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$2622 - \$2283 POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWS) DIFFERENTIAL

**WORK SHIFT (DAYS AND HOURS):** WORK DAYS MAY VARY, WORK HOURS MAY VARY

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HEALTHCARE FACILITIES MAINTENANCE (HFM)  
**PLEASE SEE BELOW FOR LOCATION OF POSITIONS**

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Lead Custodian (CF) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at [http://cphcs.hodesiq.com/bl\\_joblist.asp](http://cphcs.hodesiq.com/bl_joblist.asp), click Complete Self-Assessment\*\*\*

Under direction of the Prison Industries Superintendent II; Assists institutions in elevating HFM program to meet policies and procedures. Plans and helps in the organizing of trips for the audit/training team that will travel and review the overall operational performance of Healthcare Facilities Maintenance (HFM). Assists in training needs for field operations that may include working various shifts to cover vacancies. Assists in identifying Corrective Action Plans to meet HFM sanitation standards and complete assignments on the plans. Maintains records and prepares reports for field operations as well as Central Office. Stays up-to-date on current quality and production standards of sweeping, mopping, scrubbing, spotting, and waxing floors; emptying and cleaning waste receptacles; spotting walls; cleaning floors, cells, stairways, hallways, restrooms and offices. Ensures the proper handling and disposal of medical waste. Planning the daily operations and scheduling labor, facilitates training, counseling and conducts evaluations of the offender/inmate workers. Reviews Corrective Action Reports (CARS) and Preventative Action Reports (PARS) and Corrective Action Plans and tracks all issues occurring in multiple locations. Extensive travel, this position requires possession of a valid Class C California Driver's License and will be included in the Department of Motor Vehicles Employer Pull Notice (EPN) program.

**REQUISITE SKILLS AND ABILITIES:** Ability to analyze situations accurately and take action when appropriate. In accordance with the classification, incumbents must have the requisite skill and ability to oversee custodial operation. Computer literate with knowledge of Microsoft Office. Communication skills, ability to take initiative, leadership skills, problem-solving, time management and multi-task in a changing environment. Able to work with persons of all levels. Possess the knowledge of methods, materials, chemicals, disinfectants, and equipment used in janitorial industry operation; and safety practices in custodial duties; Ability to do extensive travel.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

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**CALIFORNIA PRISON INDUSTRY AUTHORITY, 560 EAST NATOMA STREET, FOLSOM, CA 95630**

**POSITION #: 063-760-2005-007- DATE POSTED: 12/19/18 (JC-138246) - FINAL FILING DATE: UNTIL FILLED**

**SIERRA CONSERVATION CENTER, 5100 O'BYRNES FERRY ROAD, JAMESTOWN, CA 95327**

**POSITION #: 189-760-2005-001- DATE POSTED: 2/15/19 (JC-145796) - FINAL FILING DATE: 2/26/19**

## **OFFICE TECHNICIAN (TYPING)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-145510

**FINAL FILING DATE:** FEBRUARY 24, 2019

**POSITION #:** 058-100-1139-002

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$3038 - \$3802 Position may receive a \$190.00 per month Institutional Worker Supervision Pay (IWSP) Differential.

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0630 - 1630

**LOCATION:** CALIFORNIA MEN'S COLONY, ADMINISTRATION OFFICE, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

**DESCRIPTION OF DUTIES:** Is responsible for inmate timekeeping to include new hires, punch errors, payroll and attendance. Audits for errors, completes and submits monthly inmate payroll to the Trust Office. Researches and reviews payroll discrepancies & prepares 1697s for assigned inmates. Prepares Form 13 Purchase Requisitions and inputs Purchase Orders into ERPLx. Reviews and audits procurement documents for completeness and accuracy. Prepares vendor payment packages, identifies and corrects errors. Researches purchasing, and payment history as required. Prepares all travel advances and final travel expense claims. Assembles data and types related correspondence for staff of CALPIA's eight departments, independently, and as assigned by the Prison Industries Manager. In addition, the incumbent has regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of at least two inmates who substantially replace civil service employees for a total of at least 120 hours per pay period.

**REQUISITE SKILLS AND ABILITIES:** Working knowledge of computer programs including Microsoft, Word, Excel, Access, and key data entry and transaction using the Enterprise Resource Planning System (ERPLx).

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 02/13/2019

## **OFFICE TECHNICIAN (TYPING)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-139537

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 096-100-1139-001

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$3038 - \$3802 Position may receive a \$190.00 per month Institutional Worker Supervision Pay (IWSP) Differential

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0530 - 1530

**LOCATION:** CALIFORNIA STATE PRISON - SAN QUENTIN, CA 94964

**DESCRIPTION OF DUTIES:** Performs a variety of general office work, including preparing Position Action Requests (018s), duty statements, Job Opportunity Bulletins, types probationary and annual performance reports for staff. Reviews procurement documents and other financial reports for completeness and accuracy. Investigates inquiries from vendors regarding purchase orders and invoice payments, reviews and prepares all payment packages before submitting them to CALPIA Central Office Accounting. Assists in annual physical inventory and completes year-end reports. The incumbent also functions as the timekeeper for all civil service positions assigned to San Quentin: reviews and reconciles staff time sheets for accuracy and completeness; prepares staff travel advance and travel expense claims, reviews and reconciles inmate timekeeping and processes the promotion submittals; prepares and report the monthly inmate payroll to both institutional Trust Office and CALPIA Central Office Accounting; prepare inter-office requisitions utilizing Form 13 for supply items, parts and housekeeping supplies; ERPLx data entry, typing, copying, faxing, and distribution of purchase documents for San Quentin; inputs data into the MP2 program; supervises at least two inmates clerks for a minimum of 120 hours combined per pay period.

**REQUISITE SKILLS AND ABILITIES:** Ability to follow oral and written directions; read and write English at a level required for successful job performance. Ability to work independently and on several different projects at once. Ability to analyze situations accurately and take action. Knowledge of California Department of Corrections and Rehabilitation/California Prison Industry Authority laws, rules, procedures, and regulations are a plus.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/31/2018



## **OFFICE TECHNICIAN (TYPING)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-139592

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 104-100-1139-002

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$3038 - \$3802 POSITIONS MAY RECEIVE A \$190.00 PER MONTH INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0615 - 1615

**LOCATION:** CORRECTIONAL TRAINING FACILITY, ADMINISTRATION, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

**DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries (PI) Administrator provides administrative support to the PI Administrator and PI Manager. Composes, types and assembles a variety of management correspondence and statistical production reports as directed. Perform a variety of general office work, including but not limited to: typing, dictation and transcription. Maintains CALPIA administration files and procedure manuals. Answers incoming phone calls maintains appointment calendars and meeting scheduling. Communicates and disseminates information as needed. Supervises, trains, and evaluates inmate clerks performing a variety of non-sensitive and non-confidential clerical duties. Reviews emails and responds to customer and vendor questions. Maintains the inmate timekeeping for all enterprises/factories. Interacts with factory staff to facilitate data transfer. Maintains enterprise information and update the inmate timekeeping database/system as needed for accurate inmate payroll processing. Issues purchase requisition numbers from a sequential list and maintains log of issued numbers in a secure manner. Collates purchase requisitions with stock receipt reports and vendor invoices. Ensures that all invoices are correct, accurate, and authentic. Prepares payment packages for review, approval and submits signed payment packages to CALPIA Central Office Accounting. Processes various IEP reports, orders and maintains supplies for use in administration. Takes minutes in staff meetings as required. This position may supervise at least 2 inmate clerks.

**REQUISITE SKILLS AND ABILITIES:** Excellent typing and proofreading skills, proficient at Microsoft Excel and Word, communicate effectively use tact, good judgment, and discretion, ability to multi-task. Key-data and 10-key experience. Ability to express ideas and report data effectively, apply rules and regulations, analyze data and draw logical conclusions. Analytical ability; communication skills; self-directed, able to take initiative and work independently; dependable, good attendance record, and willingness to work with and around inmates.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/28/2018



## **PERSONNEL SPECIALIST**

**JOB CONTROL #:** JC-146340

**FINAL FILING DATE:** MARCH 03, 2019

**POSITION #:** 063-043-1303-001

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$3016 - \$4856

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 8:00AM – 5:00PM

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, HUMAN RESOURCES, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Under the supervision of the Human Resources Manager, and guidance of the Senior Personnel Specialist, the incumbent shares responsibility for personnel/payroll transactions duties for a roster of approximately 275 central office employees and provides occasional assistance to institution personnel offices with regard to CALPIA field employees. Prepare and process miscellaneous change documentation including time-base changes, position changes, alternate range changes, etc.; maintain leave roster including auditing absence requests for compliance with laws and rules, and departmental policies; post attendance; update sick leave, vacation, and CTO balances for full-time, part-time, and intermittent employees; computes actual time worked for appropriate TAU classes; maintain and audit automated leave system; and function as a generalist performing all functions relating to the maintenance of the roster. Prepare and process appointment documentation applying laws and rules, which effect type of appointment and salary determinations; document separations, including computing lump sum accrued leave credits to be paid in accordance with current laws and rules. Process documents to enroll in for medical, dental, and vision benefits, Flex-Elect, Long Term Disability, Life Insurance, Legal Services, Deferred Compensation, and other related programs; and process changes and cancellations to the various benefit plans. Performs various other tasks associated with the classification.

**REQUISITE SKILLS AND ABILITIES:** Must possess outstanding customer service skills, including oral communication; must be accurate, organized, and have the ability work within set timeframes/deadlines; must have excellent attendance and exhibit tact, good judgment, and discretion. Familiarity with Exam/Certification Online System (ECOS) is desirable.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 02/21/2019

## **PRISON INDUSTRIES SUPERINTENDENT II (AGRICULTURE)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-136714

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 383-210-0617-001

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$5481 - \$6803

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 7:00AM – 3:00PM

**LOCATION:** CENTRAL CALIFORNIA WOMEN'S FACILITY, AGRICULTURE, 23370 ROAD 22, CHOWCHILLA, CA 93610

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Prison Industries Superintendent II (Agriculture) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under the direct of the Prison Industries Manager, the incumbent is responsible for the Supervision and instruction of two Industrial Supervisors and a group of inmate workers engaged in the farming operation of over 800 acres of cultivated farmland located at Central California Women's Facility (CCWF) and Valley State Prison (VSP), which includes several varieties of almonds and several hay crops. Plans and schedules crop operations including labor, materials and equipment, land preparation, planting, cultivation, pest control, weed abatement, harvesting and storage of hay crops. Responsible for completing all work assignments, per seasonal requirements. Communicates with harvesting and hay cutting vendors, does purchase orders. Handles communication with PIC and all farming contracts. Trains and supervises CALPIA staff, inmates in the IIPP, safe operation of farming equipment, production techniques and safe work practices. Counsels and disciplines Staff and inmates in a professional manner, being firm, consistent and impartial. Trains and evaluates the overall performance of inmates, including preparing inmate timekeeping records and disciplinary documentation. Ensure all disciplinary reports are recorded and sent to the appropriate destination. Prepares production records; conducts safety meetings; Main good tool and key control processes and records: ensures a safe work environment; assists with custodial searches and inmate counts.

**REQUISITE SKILLS AND ABILITIES:** In accordance with the class specifications, incumbents must have requisite skill and ability to supervise staff and instruct inmates in a farming operation; possess the knowledge of methods, materials, machinery, processes, tools and equipment used in the farming operation of almond and hay production; ability to train staff and inmates regarding safe work practices; analyze situations accurately and take effective action; keep records and prepare reports for successful job performance. Must possess tact, patience, and the ability to work with persons confined in correctional institution. Possess good leadership skills; exercise good attendance and punctuality.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/04/2018

## **PRISON INDUSTRIES SUPERINTENDENT II (FABRIC PRODUCTS)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC- 137692

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 405-150-7195-001

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$5481 - \$6803 , POSITION MAY RECEIVE A \$2,400 ANNUAL RECRUITMENT AND RETENTION (R&R) BONUS

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0700 - 1530

**LOCATION:** CENTINELA STATE PRISON, FABRIC PRODUCTS, 2302 BROWN ROAD, IMPERIAL, CA 92251

**DESCRIPTION OF DUTIES:** : \*\*\*Prior to applying for any Prison Industries Superintendent II (Fabric Products) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Plans, schedules, and organize labor, material, and equipment for production using the Enterprise Resource Planning system (EPRLx). Contact vendors for price quotes, prepare and submit paper to initiate procurement of needed materials, supplies, parts and equipment. Use ERPx to control product cost, inventories, and perform material analysis and maintain accurate Bills of Materials and Routings. Train staff and/or inmates on quality, production, and safe work practices including use of hazardous material, follow established quality procedures, monitor the budget; make recommendations on materials and equipment for an efficient operation. Coordinate the installation, operation, maintenance and repair of equipment. Provide guidance and supervision to increase production, improve quality and assist in developing new products. Evaluate staff and/or inmates work performance and recommend pay raises. Prepare and submit necessary paperwork to report illness/injuries including accident investigations. Review and finalize Inmate Worker Training Incentive Plan (IWTIP) time cards, inmate pay raises and disciplinary and mandatory reports. Prevent escapes, contraband, and destruction of real property and maintain security of work areas and materials. Conduct staff meeting, production meetings, and safety meetings on a regular basis. Implement, participate, and support Industry Employability Program.

**REQUISITE SKILLS AND ABILITIES:** Basic computer and communication skills are necessary as well as good management and people skills. Good attendance record, willingness to work in a fast-paced environment is required.

- Good Leadership Skills,
- Knowledge of Budget Preparation, and
- Effective Communication Skills (Oral and Written)

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 12/12/2018

## **PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE AND REPAIR)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC- 118090

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 075-451-7154-001

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$5481 - \$6803

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0615 - 1615

**LOCATION:** CALIFORNIA STATE PRISON – SOLANO, MAINTENANCE & REPAIR, 2100 PEABODY ROAD, VACAVILLE, CA 95696

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Prison Industries Superintendent II (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Supervises the Preventative Maintenance Program and the repair or replacement of machines, equipment, utilities, buildings, and special projects for all CALPIA enterprises; responsible for planning and scheduling labor, materials, equipment, and outside vendors to efficiently repair or maintain all facilities; selects, trains, evaluates, counsels, and supervises staff and inmates; responsible for material and tool control; generates repair analysis including material research, costs and procurement; reviews, audits, and controls the purchase of maintenance materials; oversees the implementation of the Industry Employment Program (IEP) within an enterprise, planning and coordinating responsibilities, and evaluating results to ensure program goals are met.

Responsible for the Health & Safety Program in all enterprises; implements safety meetings; ensures safety standards and compliance with regulatory agencies including CALOSHA; responsible for the hazardous waste and toxic material control program; complies related reports and coordinates inspections from city and county agencies; maintains Material Safety Data Sheets (MSDS) files; attends all safety meetings at the institution; acts as the safety liaison to CALPIA Central Office.

**REQUISITE SKILLS AND ABILITIES:** The incumbent must possess knowledge of: CDCR and CALPIA laws, rules and regulations; CALOSHA safety regulations; Air/Water Quality Regulations, Workers Compensation claim procedures; safety policies and procedures; supervisory abilities; knowledge of methods, materials, machinery, production techniques, tools and equipment used in industrial operations; ability to exercise initiative and good leadership including analyzing situations accurately; troubleshooting and problem-solving skills; possess effective verbal and written communication skills.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 07/13/2018

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## **PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE AND REPAIR)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-140302

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 081-450-7154-001

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$5481 - \$6803

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0730 - 1530

**LOCATION:** CALIFORNIA INSTITUTION FOR MEN, MAINTENANCE & REPAIR, 14901 CENTRAL AVENUE, CHINO, CA 91710

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Prison Industries Superintendent II (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under the direction of the Prison Industries Administrator/Lead Manager, supervises one Industrial Supervisor (Maintenance and Repair) and three Building Maintenance Workers one each at California Institution for Men, California Institution for Women, and California Rehabilitation Center. Ensures team is continuously updated on current quality and production standards. Continuously inspects custodial and maintenance progress and make status reports on scheduling basis. Responsible for supervision of personnel activities of several projects simultaneously. Responsible for carrying out, interpreting, and enforcing project specifications and terms in accordance with agency policies and contractual agreements. Inspects agency facilities to document deficiencies or assess the desirability of alterations or improvements, and provide input on agency management in the development of that agency's (CALPIA and CDCR) priority for capital expenditures for renovation and improvements. Supervises the installation, adjustment, maintenance, and upgrading of industrial manufacturing and processing equipment. Serves as the CALPIA Local Health and Safety Coordinator.

**REQUISITE SKILLS AND ABILITIES:** Maintain knowledge of methods, practices, chemicals, and equipment used in the maintenance and repair of buildings and machinery. Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encounter on the job, without compromising their health and well-being or that of their fellow employees or inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and the protection of property. Knowledge of CALPIA and CDCR Laws, rules, procedures, and regulations. In accordance with the classification, all incumbents must have the requisite skill and ability to supervise offenders in a janitorial operation. Possession of a valid class C California Drivers' License and will be included in the Department of Motor Vehicles Employer Pull Notice (EPN) program.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 01/07/2019



## **PRISON INDUSTRIES SUPERINTENDENT II (MAINTENANCE AND REPAIR)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-134090

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 104-450-7154-001

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$5481 - \$6803

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0615 - 1615

**LOCATION:** CORRECTIONAL TRAINING FACILITY, MAINTENANCE & REPAIR, HIGHWAY 101 NORTH, SOLEDAD, CA 93960

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Prison Industries Superintendent II (Maintenance and Repair) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Under the direction of the Prison Industries Manager, and indirectly, the Prison Industries Administrator, supervises an Industrial Supervisor, Maintenance & Repair, at the Correctional Training Facility (CTF). Ensures the Maintenance Department team is continuously updated on current quality, production and safety standards. Continuously inspects maintenance progress and evaluates the Industrial Supervisors' performance. Responsible for supervision of personnel activities of several projects simultaneously. Responsible for carrying out, interpreting, and enforcing project specifications and terms in accordance with agency policies and contractual agreements. Inspects agency facilities to document deficiencies and/or assesses the desirability of alterations or improvements, then, provides input to agency management in the development of that agency's (CALPIA and CDCR) priority for capital expenditures for renovation and improvements. Supervises the installation, adjustment, maintenance, and upgrading of industrial manufacturing and processing equipment. Serves as the CALPIA Local Health and Safety Coordinator; keeping in compliance with Cal-OSHA requirements and standards. Conducts staff safety meetings on a monthly basis.

**REQUISITE SKILLS AND ABILITIES:** Maintain knowledge of methods, practices, chemicals, and equipment used in the maintenance and repair of buildings and machinery. Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job, without compromising their health and well-being, or that of their fellow employees or inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and the protection of property. Knowledge of CDCR and CALPIA laws, regulations, rules and procedures. In accordance with the classification, all incumbents must have the requisite skill and ability to maintain and repair machines and equipment used by CALPIA Factories and Healthcare Facilities Maintenance janitorial services at Correctional Training Facility and Salinas Valley State Prison.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

**DATE POSTED:** 11/15/2018



## **PRISON INDUSTRIES SUPERINTENDENT II (SHOE MANUFACTURING)**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-144327

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 058-330-7205-001

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$5481 - \$6803

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 0630-1630

**LOCATION:** CALIFORNIA MEN'S COLONY, SHOE MANUFACTURING, HIGHWAY 1, SAN LUIS OBISPO, CA 93409

**DESCRIPTION OF DUTIES:** \*\*\*Prior to applying for any Prison Industries Superintendent II (Shoe Manufacturing) vacancy, you must first attain list eligibility by taking the Training & Experience Assessment exam via the Internet at <https://calpia.hodesiq.com/BulletinSearch.aspx>, click Complete Self-Assessment\*\*\*

Supervises all Civil Service staff assigned to the CALPIA Shoe Factory. Utilizes the MAPS system and initiates processing of orders, receipt of materials, and cycle counts with this system. Trains staff to effectively utilize the MAPS system. Evaluates work records of staff and inmate workers, recommending appropriate action as needed. Maintains adequate workforce. Inspects and secures the factory at the end of working hours. Counsels and disciplines the inmates and staff as appropriate. Supervises timekeeping and payroll of the inmates.

Plans and schedules labor; materials, and equipment for shoe production and repair. Instructs supervisors and inmate workers on production and quality standards. Enforces safety regulations and requirements. Adheres to State Procurement Policies for purchasing and in relationships with vendors. Contacts vendors regarding price and quality material needed. Inspects all new raw materials received from vendors or from other California Prison Industry Authority factories used in the production of shoe products. Checks all shipping and receiving transactions between the CALPIA Warehouse and the Shoe Factory.

Maintains order and supervises the conduct of inmates; prevents escapes and injuries by these persons to themselves or others or to property; maintains security of working areas and work materials, which includes checking out keys assigned to their area of supervision; inspects and searches inmates and premises for contraband, such as weapons or illegal drugs. Is diligent, observant, and vigilant in following the adhering to be established policies and procedures governing the loading and unloading of the delivery truck, thus precluding breaches of security and the escape of inmates. Ensures proper storage and handling of hazardous materials, is responsible for complying with the institutional and DOM Tool Control Policies and Procedures. Analyzes situations accurately and takes effective necessary action.

**REQUISITE SKILLS AND ABILITIES:** Computer literate, good interpersonal and time management skills and good working knowledge of automated inventory control systems. Incumbent must have requisite skill and ability to supervise a shoe and boot manufacturing enterprise, including knowledge of methods, materials, machinery, processes, tools, and equipment used in industrial operations; production scheduling, quality control and standards, general safety practices and training, material handling techniques, and principles of personnel management and supervision; able to set up, repair, maintain, adjust, and operate required equipment; make labor and materials estimates; instruct and supervise inmates in production techniques and safety procedures; maintain firm impartial and consistent discipline; understand and apply rules, regulations, laws, and procedures; analyze situations accurately and take effective action; and keep records and prepare reports; read and write English at a level required for successful job performance.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

**DATE POSTED:** 2/5/19

## **SKILLED LABORER**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-124580

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 081-390-6212-003

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$3485 - \$4002

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 0730 - 1600

**LOCATION:** CALIFORNIA INSTITUTION FOR MEN, ON-TIME DELIVERY SOUTH, 14901 CENTRAL AVENUE, CHINO, CA 91710

**DESCRIPTION OF DUTIES:** Schedules and provides miscellaneous labor and repair to CALPIA Furniture products, at various customer site locations throughout the state, which may include overnight travel. Includes labor and repair to office furniture (desks, chairs, bookcases) and modular office systems. Provides repair at the site, if it is determined the labor and/or repair cannot be accomplished on site, arrangements will be made to return item to the appropriate repair location. If repair is completed on site, ensures repair is complete and clean-up is performed. Attends major projects, coordinated deliveries, or modular office system deliveries to ensure quality products are received and installed according to design. Provides oversight and inspections including punch walks with customer to ensure delivery acceptance and completion. Provides onsite feedback to manufacturing factories and On-Time Delivery management to support quality products. Receives processes tracks and maintains the Repair Material Authority (RMA's) in coordination with On-Time Delivery-South's program for similar repairs. This includes providing customer service taking telephone requests and determining if repairs are appropriate per CALPIA's warranty. Maintain appropriate work tools and equipment for repairs, to site location; works from plans and specifications; select and uses proper tools; carries out oral and written directions.

**REQUISITE SKILLS AND ABILITIES:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during physically, mentally and emotionally stressful situations encountered on the job. Climbing up and down equipment; pulling and exerting force in repair of equipment, lifting weight up to 100 lbs.; and/or in the protection of personal and real property without compromising their health and well-being or that of their fellow employees, or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and State property.

Persons appointed to positions in this class must be reasonably able to maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property. Persons appointed to positions in this class are required to wear a personal alarm and must carry a whistle at all times while on the worksite.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 08/28/2018

## **STUDENT ASSISTANT**

**JOB CONTROL #:** N/A

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 063-041- HORNET-XXX

**TENURE / TIME BASE:** TEMPORARY / INTERMITTENT

**SALARY:** \$12.00 – 16.00 PER HOUR

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, HOURS VARY WITH SCHOOL SCHEDULE

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, ACCOUNTING, ACCOUNTS PAYABLE, 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Under the direct supervision of the accounting unit supervisor, perform a variety of tasks in the Accounting Office. The Student Assistant will use the automated system (ERPLx) for reporting and research; create, maintain, and update spreadsheets and analyze financial data.

Duties will include:

- Provide direct support for the Accounting Office in the forms of analysis, data entry, and clerical work.
- Develop update, maintain, and reconcile spreadsheets while maintaining accuracy, research and analyze variances, perform duties using Microsoft Office and other software products. Develop reports and queries using ERPLx, Spreadsheet Server, and other reporting tools.
- Analyze and/or reconcile financial information such as; general ledger data, CALPIA's contract/purchase orders, vendor invoices, item master file records, etc.
- Assist in writing procedures using guidelines established by the International Organization for Standardization (referred to as ISO).
- Communicate with co-workers and management (verbal and written).

**REQUISITE SKILLS AND ABILITIES:** Students must be enrolled in a minimum of 6 semester or 9 quarter units, or a minimum of four-semester units or six quarter units for graduate students, from an eligible college or university.

- Currently enrolled in an Accounting curriculum or similar profession
- Intermediate or higher skill level in MS Excel and familiarity with database programs
- Excellent organizational and time management skills, detail oriented and able to meet deadlines

**WHO MAY APPLY:** Students participating in the CSUS University Enterprises, Inc. are eligible to apply. Applications will be screened and only the most qualified will be scheduled for interviews. Applications may be submitted through University Enterprises online at <http://www.enterprises.csus.edu/human-resources/ueijobs/> or interested individuals may submit a STD 678, Examination and/or Employment Application to: California Prison Industry Authority, Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**HOW TO APPLY:** Applications may be submitted through University Enterprises, Inc. online at <http://www.enterprises.csus.edu/human-resources/ueijobs>

DATE POSTED: 01/16/2019

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## **STUDENT ASSISTANT**

**JOB CONTROL #:** N/A

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 063-059- HORNET-XX2

**TENURE / TIME BASE:** TEMPORARY / INTERMITTENT

**SALARY:** \$12.00 – 16.00 PER HOUR

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, HOURS VARY WITH SCHOOL SCHEDULE

**LOCATION:** CALIFORNIA PRISON INDUSTRY AUTHORITY, ERP RESOURCE UNIT (ERU) , 560 EAST NATOMA STREET, FOLSOM, CA 95630

**DESCRIPTION OF DUTIES:** Under the supervision of the CEA, the incumbent provides documentation, training, and support to the ERU. Assists with the CALPIA ERP Helpdesk. Provides customer service support to all of CALPIA ERP end-users by handling all ERP phone calls and Helpdesk support tickets. Assists with performing first-level diagnosis and troubleshooting support for end-users. Receives calls and inquiries, provides support and responses in accordance with CALPIA processes, and documents incidents and remedies, and performs the necessary work to resolve the ERP issues and requests from CALPIA staff. Revise reports, analyze data, identify trends, and make recommendations in regard to ERP. Assist with analysis of existing practices and processes; recommends process improvements, assists with streamlining and automating business processes through the use of ERP. Learn an ERP Software application and assist with training staff to use the software. This will include program module interaction, program commands, data requirements, and business processes. Assists will users in troubleshooting and correcting errors and provide information on how to avoid future issues

**REQUISITE SKILLS AND ABILITIES:** Must be enrolled in 6 semester or 9 quarter (4 semesters or 6 quarter graduate) units from an accredited college or university. Knowledge of Microsoft Office computer programs is required. Must be able to work in a team environment. Persons appointed to this position are expected to have good interpersonal skills with all levels of staff, be able to multi-task while maintaining efficiencies and accuracy. Persons appointed to this position are expected to: write clearly and succinctly with excellent editing skills; utilize observational acuity to discern and promote process improvement opportunities; practice professionalism in working with staff at all organizational levels; possess dependable and punctual work habits.

**WHO MAY APPLY:** Students participating in the CSUS University Enterprises, Inc. are eligible to apply. Applications will be screened and only the most qualified will be scheduled for interviews. Applications may be submitted through University Enterprises online at <http://www.enterprises.csus.edu/human-resources/ueijobs/> or interested individuals may submit a STD 678, Examination and/or Employment Application to: California Prison Industry Authority, Certification Unit, 560 East Natoma Street, Folsom, CA 95630.

**HOW TO APPLY:** Applications may be submitted through University Enterprises, Inc. online at <http://www.enterprises.csus.edu/human-resources/ueijobs>

DATE POSTED: 01/16/2019

## **TRAINING OFFICER I / ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

**JOB CONTROL #:** JC-130862

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 096-072-5197/5393-003

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$4975 - \$6228

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 8:00AM – 5:00PM

**LOCATION:** CALIFORNIA STATE PRISON SAN QUENTIN, CAREER TECHNICAL EDUCATION, SAN QUENTIN, CA 94964

**DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Manager, the incumbent provides training and supervision for up to twenty offender workers in the use of computer software for a technology-based Career Technical Education (CTE) program.

Train and assist offender workers in testing and assessing their work to ensure successful completion. Ensure training meets industry standards. Prepare various reports as requested.

Responsible for the design and development of new product/program curriculum; update and maintain existing product/program curriculum. Perform a variety of complex technical analytical assignments and responsibilities.

Develop and maintain performance measures associated with the technology-based CTE program. Provide training for offenders in the design techniques using third-party libraries.

Supervise conduct and maintain order of offender workers; prepare offender worker performance evaluations and time cards; take disciplinary action; prevent escapes and injuries; search offenders and inspect work areas for contraband; maintain security and safety of work area and materials.

**REQUISITE SKILLS AND ABILITIES:** Must be: experienced in Microsoft Office programs; have professional experience with Autodesk™ platforms; able to multi-task; flexible; self-motivated; ability to set goals and work within timeframes. Must possess excellent attendance, organizational skills, good oral and written communication skills.

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job, without compromising their health and well-being or that of their fellow employees or offenders. Assignments during tour of duty may include sole responsibility for the supervision of offenders and/or the protection of personal property.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 10/17/2018

## **TRAINING OFFICER I / ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

**Position is subject to reasonable suspicion drug testing pursuant to 2 CCR § 599.960**

**JOB CONTROL #:** JC-139996

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 096-073-5197/5393-001

**TENURE / TIME BASE:** PERMANENT / FULL TIME

**SALARY:** \$4975 - \$6228

**WORK SHIFT (DAYS AND HOURS):** MONDAY – THURSDAY, 7:00AM – 5:00PM

**LOCATION:** CALIFORNIA STATE PRISON - SAN QUENTIN, CAREER TECHNICAL EDUCATION, SAN QUENTIN, CA 94964

**DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Manager, the incumbent provides training and supervision for up to forty offender workers in the use of computer software for a technology-based Career Technical Education (CTE) program.

Train and assist offender workers in testing and assessing their work to ensure successful completion. Ensure training meets industry standards. Prepare various reports as requested.

Responsible for the design and development of new product/program curriculum; update and maintain existing product/program curriculum. Perform a variety of complex technical analytical assignments and responsibilities. Develop and maintain performance measures associated with the technology-based CTE program. Provide training for offenders in the design techniques using third-party libraries.

Supervise conduct and maintain order of offender workers; prepare offender worker performance evaluations and time cards; take disciplinary action; prevent escapes and injuries; search offenders and inspect work areas for contraband; maintain security and safety of work area and materials.

**REQUISITE SKILLS AND ABILITIES:** Must be: experienced in Microsoft Office programs; able to multi-task; flexible; self-motivated; ability to set goals and work within timeframes. Must possess excellent attendance, organizational skills, good oral and written communication skills. Prefer professional experience with HTML, JavaScript, Python, etc. coding.

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach “surplus letters” to their applications. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 01/03/2019



## **TRAINING OFFICER I / ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

**JOB CONTROL #:** JC-127656

**FINAL FILING DATE:** UNTIL FILLED

**POSITION #:** 393-072-5197/5393-001

**TENURE / TIME BASE:** LIMITED TERM (12 MONTHS) / FULL TIME - POSITION MAY BE EXTENDED UP TO 24 MONTHS AND MAY BECOME PERMANENT AT A LATER DATE

**SALARY:** \$4975 - \$6228

**WORK SHIFT (DAYS AND HOURS):** MONDAY – FRIDAY, 08:00AM – 05:00PM

**LOCATION:** PELICAN BAY STATE PRISON, CAREER TECHNICAL EDUCATION, 5905 LAKE EARL DRIVE, CRESCENT CITY, CA 95532

**DESCRIPTION OF DUTIES:** Under the direction of the Prison Industries Manager, the incumbent provides training and supervision for up to twenty offender workers in the use of computer software for a technology-based Career Technical Education (CTE) program.

Train and assist offender workers in testing and assessing their work to ensure successful completion. Ensure training meets industry standards. Prepare various reports as requested.

Responsible for the design and development of new product/program curriculum; update and maintain existing product/program curriculum. Perform a variety of complex technical analytical assignments and responsibilities. Develop and maintain performance measures associated with the technology-based CTE program. Provide training for offenders in the design techniques using third-party libraries.

Supervise conduct and maintain order of offender workers; prepare offender worker performance evaluations and time cards; take disciplinary action; prevent escapes and injuries; search offenders and inspect work areas for contraband; maintain security and safety of work area and materials.

**REQUISITE SKILLS AND ABILITIES:** Must be: experienced in Microsoft Office programs; have professional experience with Autodesk™ platforms; able to multi-task; flexible; self-motivated; ability to set goals and work within timeframes. Must possess excellent attendance, organizational skills, good oral and written communication skills.

Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job, without compromising their health and well-being or that of their fellow employees or offenders. Assignments during tour of duty may include sole responsibility for the supervision of offenders and/or the protection of personal property.

**REQUIRED APPLICATION DOCUMENTS:** Degree and/or School Transcripts

**WHO MAY APPLY:** Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications. Applicants from the Associate Governmental Program Analyst list are being considered. Applications will be screened and only the most qualified applicants will be selected for an interview.

**HOW TO APPLY:** Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). If you choose to not apply electronically, a hard copy application package may be submitted by mail to Prison Industry Authority, Attn: Human Resources, Certification Unit, 560 East Natoma Street, Folsom, CA 95630. **Please indicate the classification and position number in the 'EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING' section of your application, failure to provide this information may result in elimination from the hiring process.**

DATE POSTED: 09/19/2018

## CALIFORNIA PRISON INDUSTRY AUTHORITY, EXAMINATION(S)

Applications are being accepted for the following examination(s). Examination bulletins for all current CALPIA examinations are available at [www.calpia.ca.gov](http://www.calpia.ca.gov). Your State Application **must indicate** the "Exam Title" and "Exam Code" in order to be processed. ***Applications without this information may be subject to rejection.*** For questions regarding the following examination(s), please call (916) 358-2696.

### **TYPE OF EXAMINATION: OPEN**

### **EXAM CODE**

### **FINAL FILING DATE:**

There are no OPEN examinations at this time.

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### **TYPE OF EXAMINATION: PROMOTIONAL**

### **EXAM CODE**

### **FINAL FILING DATE:**

There are no OPEN examinations at this time.

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### **TYPE OF EXAMINATION: CEA**

### **EXAM CODE**

### **FINAL FILING DATE:**

There are no OPEN examinations at this time.

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The California Prison Industry Authority (CALPIA) is conducting **online** Training & Experience Assessments (examinations) for the following exams:

<b><u>TYPE OF EXAMINATION: OPEN ONLINE EXAM(S)</u></b>	<b><u>EXAM CODE</u></b>	<b><u>FINAL FILING DATE:</u></b>
Prison Industries Superintendent I (Agriculture)	6PIAG-01	Continuous
Prison Industries Superintendent II (Agriculture)	6PIAG-02	Continuous
Industrial Supervisor, Prison Industries (Bakery)	7PIBP-01	Continuous
Prison Industries Superintendent II (Bakery)	7PIBP-02	Continuous
Industrial Supervisor, Prison Industries (Bindery)	6PIBD-01	Continuous
Prison Industries Superintendent II (Bindery)	6PIBD-02	Continuous
Industrial Supervisor, Prison Industries (Coffee Roasting & Grinding )	6PICG-01	Continuous
Prison Industries Superintendent II (Coffee Roasting & Grinding)	6PICG-02	Continuous
Industrial Supervisor, Prison Industries (Crops Farm)	6PICR	Continuous
Industrial Supervisor, Prison Industries (Dairy)	6PIDA	Continuous
Industrial Supervisor, Prison Industries (Dental Laboratory)	7PIDL-01	Continuous
Prison Industries Superintendent II (Dental Laboratory)	7PIDL-02	Continuous
Industrial Supervisor, Prison Industries (Detergent Plant)	6PIDP-01	Continuous
Prison Industries Superintendent II (Detergent)	6PIDP-02	Continuous
Industrial Supervisor, Prison Industries (Digital Services)	7PIDS	Continuous
Industrial Supervisor, Prison Industries (Egg Production)	6PIEP01	Continuous
Prison Industries Superintendent I (Egg Production)	6PIEP02	Continuous
Prison Industries Superintendent II (Egg Production)	6PIEP03	Continuous
Industrial Supervisor, Prison Industries (Fabric Products)	6PIFP-01	Continuous
Prison Industries Superintendent I (Fabric Products)	6PIFP-02	Continuous
Prison Industries Superintendent II (Fabric Products)	6PIFP-03	Continuous
Industrial Supervisor, Prison Industries (Food & Beverage Packaging)	6PIFG-01	Continuous
Prison Industries Superintendent I (Food & Beverage Packaging)	6PIFG-02	Continuous
Prison Industries Superintendent II (Food & Beverage Packaging)	6PIFG-03	Continuous
Industrial Supervisor, Prison Industries (Knitting Mill)	6PIKM-01	Continuous
Prison Industries Superintendent II (Knitting Mill)	6PIKM-02	Continuous
Industrial Supervisor, Prison Industries (Laundry)	6PILD-01	Continuous
Prison Industries Superintendent I (Laundry)	6PILD-02	Continuous
Prison Industries Superintendent II (Laundry)	6PILD-03	Continuous

The California Prison Industry Authority (CALPIA) is conducting **online** Training & Experience Assessments (examinations) for the following exams:

<b><u>TYPE OF EXAMINATION: OPEN ONLINE EXAM(S)</u></b>	<b><u>EXAM CODE</u></b>	<b><u>FINAL FILING DATE:</u></b>
Industrial Supervisor, Prison Industries (Maintenance and Repair)	6PIMR-01	Continuous
Prison Industries Superintendent II (Maintenance and Repair)	6PIMR-02	Continuous
Industrial Supervisor, Prison Industries (Mattress & Bedding)	7PIMB-01	Continuous
Prison Industries Superintendent II (Mattress & Bedding)	7PIMB-02	Continuous
Industrial Supervisor, Prison Industries (Meat cutting/Processing)	7PIMP-01	Continuous
Prison Industries Superintendent I (Meat Plant Operations)	7PIMP-02	Continuous
Prison Industries Superintendent II (Meat Plant Operations)	7PIMP-03	Continuous
Industrial Supervisor, Prison Industries (Metal Fabrication)	6PIMF-01	Continuous
Prison Industries Superintendent I (Metal Products)	6PIMF-02	Continuous
Prison Industries Superintendent II (Metal Products)	6PIMF-03	Continuous
Industrial Supervisor, Prison Industries (Optical Products)	6PIPT-01	Continuous
Prison Industries Superintendent I (Optical Products)	6PIPT-02	Continuous
Prison Industries Superintendent II (Optical Products)	6PIPT-03	Continuous
Industrial Supervisor, Prison Industries (Poultry Processing)	7PIPP01	Continuous
Prison Industries Superintendent II (Poultry Processing)	7PIPP02	Continuous
Industrial Supervisor, Prison Industries (Printing)	6PIPN-01	Continuous
Prison Industries Superintendent I (Printing)	6PIPN-02	Continuous
Prison Industries Superintendent II (Printing)	6PIPN-03	Continuous
Industrial Supervisor, Prison Industries (Sausage Making/Cured Meats)	7PISM	Continuous
Industrial Supervisor, Prison Industries (Shoe Manufacturing)	6PISM-01	Continuous
Prison Industries Superintendent II (Shoe Manufacturing)	6PISM-02	Continuous
Industrial Supervisor, Prison Industries (Tool and Die)	6PITD	Continuous
Industrial Supervisor, Prison Industries (Upholstery)	6PIUP	Continuous
Industrial Supervisor, Prison Industries (Wood Products)	6PIWP-01	Continuous
Prison Industries Superintendent I (Wood Products)	6PIWP-02	Continuous
Prison Industries Superintendent II (Wood Products)	6PIWP-03	Continuous

The California Prison Industry Authority (CALPIA) is conducting **online** Training & Experience Assessments (examinations) for the following exams:

<b><u>TYPE OF EXAMINATION: OPEN ONLINE EXAM(S)</u></b>	<b><u>EXAM CODE</u></b>	<b><u>FINAL FILING DATE:</u></b>
Construction Supervisor I (Correctional Facility)	7PICS-01	Continuous
Custodian (Correctional Facility)	8PICU-01	Continuous
Lead Custodian (Correctional Facility)	8PICU-02	Continuous
Custodian Supervisor II (Correctional Facility)	8PICU-03	Continuous
Custodian Supervisor III (Correctional Facility)	8PICU-04	Continuous
Equipment Maintenance Supervisor (Correctional Facility)	8PIMS	Continuous
Heavy Equipment Mechanic (Correctional Facility)	7PIEM	Continuous
Heavy Truck Driver (Correctional Facility)	8PITD	Continuous
Industrial Warehouse and Distribution Manager I, Prison Industries	7PIWD-03	Continuous
Industrial Warehouse and Distribution Manager II, Prison Industries	7PIWD-04	Continuous
Industrial Warehouse and Distribution Specialist, Prison Industries	7PIWD-01	Continuous
Industrial Warehouse and Distribution Supervisor, Prison Industries	7PIWD-02	Continuous
Prison Industries Administrator	7PIAD	Continuous
Prison Industries Manager (General)	7PIMG	Continuous
Product Engineering Technician, Prison Industries	7PIPE	Continuous
Products Management Specialist, Prison Industries	7PIPM	Continuous
Quality Control Technician, Prison Industries (Cleaning Products)	7PICP	Continuous
Sales Representative, Prison Industries	7PISR	Continuous
Skilled Laborer, Prison Industries	9PISL	Continuous

The Application and Training and Experience Assessments can be obtained via the internet by connecting to: [CALPIA Exam Bulletins](#)

Applicants should be prepared to respond to questions regarding their ability to meet minimum qualifications, provide contact information, and take the Training & Experience Assessment. It is recommended that you make copies of your exam results and when applying for a vacancy, attach a copy to your application. Once your assessment is completed please go to [www.jobs.ca.gov](http://www.jobs.ca.gov) to create your CALCAREERS profile and apply to any available vacancies. Please use "Prison Industry Authority" as your search term under departments.

## **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION EXAMINATION(S)**

The California Prison Industry Authority is participating in the examination(s) listed below which are administered by the California Department of Corrections and Rehabilitation. Examination bulletins for the examinations are available at [www.cdcr.ca.gov](http://www.cdcr.ca.gov). Applications must be postmarked by the final filing date indicated. All interested applicants, please mail your Standard State application (Form 678) to the address listed on the examination bulletin.

***PLEASE DO NOT SEND YOUR APPLICATION(S) TO THE CALIFORNIA PRISON INDUSTRY AUTHORITY***

**TYPE OF EXAMINATION: PROMOTIONAL**

**EXAM CODE**

**FINAL FILING DATE:**

There are no OPEN examinations at this time.

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## **CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR) EXAMINATIONS**

As part of the CalHR Decentralized Selection Delegation Agreement, California Prison Industry (CALPIA) has access to all service-wide exams administered by CalHR. To view all available examination bulletins please visit the CalHR website at [www.jobs.ca.gov](http://www.jobs.ca.gov). Some examinations are time sensitive and filing dates are provided. Interested applicants must follow the instructions provided on the examination bulletin.